

Name \_\_\_\_\_ Date \_\_\_\_\_ Period \_\_\_\_\_

**Workplace Communication Methods Word Search**

Many methods of communication are used in the workplace. **Directions:** Find the workplace communication methods within the box. The words may be vertical, horizontal, diagonal, or backwards.

**Methods of Workplace Communication**

attachment	document	graph	message	presentation	talk
brochure	drawing	letter	note	question	telephone
checklist	electronic	listen	online	report	text
conversation	email	manual	photo	request	videoconference
demonstration	fax	meeting	portfolio	scan	website
discussion	file	memo	posting	spreadsheet	written

s p r e a n o i s s u c s i d a r t c  
 s t e l r e f m e v p o r t f e x e o  
 p r e s e n t a t i o n a o t e v e n  
 r c h e q d e n x d m i d t t b i n v  
 e a t t u i e c h e e x e m a r d o e  
 a m e y e t z a e o e l m o t o e h r  
 d e a f s f e l e c t r o n i c o p s  
 s e d i t q i p g o h p n p r h c e a  
 h t l v l f o o w n e r s s a u o l t  
 e i d i s c t s m f l e t c s r n e i  
 e n w d w r i t t e n s r o a e f t o  
 t g e t o n n i e r m e a n a n e k n  
 a t t p h o t n l e z o t v f o l i o  
 l d e l e c e g e n f d i e t a l h w  
 d r a w i n g a p c i n o i t s e u q  
 m e e t e g a s s e m m n n m e s s w  
 e a t t a c r d p o r t f o l i o a r  
 m t n g r a p a b r o w e b s i t e i  
 d o c u m e n t p c o n v e r a n o t  
 i d e o a t t a c h m e n t x f a e t  
 c h e c k l i s t h p a t c o t o h p

Name \_\_\_\_\_ Date \_\_\_\_\_ Period \_\_\_\_\_

**Employment Communication Skills Word Search**

Good workplace communication skills are essential for successful employment. **Directions:** Find the communication skills within the box. The words may be vertical, horizontal, diagonal, or backwards.

**Communication Skills**

accurate	calm	direct	friendly	positive	respectful
active	clear	discreet	organized	precise	responsive
appropriate	concise	engaged	pleasant	prepared	sincere
attentive	confident	flexible	poised	professional	thoughtful
careful	courteous	focused	polite	prompt	truthful

Word search grid:

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l u f t c e p s e r e s p o n s i v e
a f r i e o t h o u g h o r g a n i z
p c a t t e n t i v e f s a c d o h t
p o r g a n i c a l n d i p e c e p r
r a l c o n f d i x a i t s c q a o u
o t f i p r e c i s a s i p o a b l t
p t o u t p r c e n e o v a u e n i m
r e c o u e r a p o p r e p a r e d l
i a u p r o e r a r c o n f b e n i a
a c c u r a t e a x e v b o p c g s n
t e o t p o l f t d a c w c o n a c o
e a p y i s t u n i t o i u s i g r i
p f o r a v s l a s t n n s i s e t s
r l r e o a e x s c e f v e e a c p s
o e g n a m o b a r n i e d r e a r e
f x a g r i p s e e t d s h r u t o f
e i n a c c u t l e d e z i n a g r o
s b e g p r o f p t a n d i r e c o r
s l d e t r u s u o e t r u o c a r p
c e w d t h o u g h t f u l p r l g a
f r i e n d l y f r i l u f h t u r t
  
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