

Name: _____



Communication is an important part of the workplace. We need to try to speak and write appropriately for the setting and audience we are dealing with. For the questions below, evaluate how you speak in more formal situations.

When I am speaking, I make eye contact with the audience. ☐ always ☐ usually ☐ sometimes ☐ never	When I am speaking, I vary the pace of my speaking so it is clear but not too slow. ☐ always ☐ usually ☐ sometimes ☐ never
When I am speaking, I vary the volume of my voice to reflect the message I am sending. ☐ always ☐ usually ☐ sometimes ☐ never	I always think about using formal language in appropriate situations. ☐ always ☐ usually ☐ sometimes ☐ never

Now complete these sentences.

I use my voice effectively in the workplace when my purpose is to _____.

A written form I like to communicate with is _____. I like this form because _____.

One situation where I like to communicate in writing is _____. I like to communicate in writing in this situation because _____.