Written Communication is a Workplace

Vanessa Figueroa

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Keith Rieger

Written Communication in the Workplace

**How messages can be adapted for various audiences in the workplace.**

Messages can be adapted for various audience in the workplace by the words that are used. If the speaker is using terms such as “I” and “my goals”, they are trying to communicate what they want to their audience. This would be effective for an interview or when introducing yourself to someone. When you use terms such as “We” and “our goals”, it offers cohesion and a team approach. This approach would be more effective for a team meeting or when presenting to someone who you want to see a vision and feel like they are part of something. A message can also be adapted to your audience with the tone that is used and the environment that is set. Also, with different audiences, you may need to define terms within parenthesis or define the term somewhere else within the writing.

**How understanding audience can inform or help in identifying the tools and types of media or form (such as e-mail, letters, memos, and so on) that are appropriate for communication in the workplace.**

By understanding the audience that you are trying to reach, you will be better informed and it will help you to identify the tools and types of media or form that are appropriate for your specific audience. This is helpful to ensure that you “speak” to them. If you are speaking their “language”, they will be more susceptible to your message. Workplace communication allows you to manage your products or services, employees, and customers (Gerson, 2010). It completely depends on the audience for which type of communication to use. If you are trying to communicate about how products are manufactured, market your services, manage employees, deliver your goods, meet deadlines, or explain to employees how to correctly follow procedures, these are best done through letters, reports, e-mail, and teleconferences. Verbal communication is used to represent your company to civic leaders, clients, and vendors.

References

Certo, S.C. (2014). Communication. Retrieved from:

http://answers.mheducation.com/business/management/supervision/communication

Gerson, S.J., & Gerson, S.M. (2010). *Workplace Writing: Planning, packaging, and Perfecting Communication.* Upper Saddle River, NJ: Prentice Hall.

FEEDBACK FROM PROFESSOR KEITH RIEGER:

Great topic / paper / points… especially " By understanding the audience that you are trying to reach, you will be better informed and it will help you to identify the tools and types of media or form that are appropriate for your specific audience. This is helpful to ensure that you “speak” to them. If you are speaking their “language”, they will be more susceptible to your message. Workplace communication allows you to manage your products or services, employees, and customers (Gerson, 2010). It completely depends on the audience for which type of communication to use. If you are trying to communicate about how products are manufactured, market your services, manage employees, deliver your goods, meet deadlines, or explain to employees how to correctly follow procedures, these are best done through letters, reports, e-mail, and teleconferences. Verbal communication is used to represent your company to civic leaders, clients, and vendors. "

Suggestion to improve, ensure your paper "follows APA Writing Style Guidelines" (Running Header, Page Numbers, etc.) and includes at least 7 sources.

If you have any questions, email me at kerieger@mywiu.wintu.edu. Keep up the great work!

GRADING RUBRIC

1. Did you exceed the minimum word count? 5/5 %

2. Did you follow WEST’s Writing Style Guidelines? 0/5 %

3. Did you communicate & format your paper clearly? 5/5 %

4. Did you answer all the assigned questions? 5/10 %

5. Did you put quality thoughts & points into your paper? 75/75 %

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