

Your Turn - Use Communication at Work

by Essential Skills

Reflect on what you've learned in each module and answer each question related to the communication skill in the workplace. If you are not currently in a job, reflect on previous employment experiences. If you've never had a job, answer each question based on experience at school, home, or in a social setting.

- Find the Touchstone document you saved at the end of the last Challenge and open it.
- You'll find the questions below listed for Challenge 3.
- Complete your reflections and answers in the Touchstone document for Challenge 3.
- Save your work. (Remember, you'll submit the Touchstone after you complete Challenge 5.)

Question	Reflection/Answer
How does building your communication skill support you at work?	
Describe how you communicate at work and some specific techniques you use.	
What results/impacts do you observe?	
What are some successes and challenges you've had with communication at work?	
How does communication relate to your short-term and long-term professional goals?	