Effective Workplace Communication

Unit 7 Discussion Board

John Smith

CM107

Comment [1]: John, please be sure to run spell check before you submit your work. I know I often type too fast and end up with a few misspellings!
Effective Workplace Communication

I. Introduction
   a. In the 21st Century workplace employees will need a range of diverse skills.
   b. One specific segment of these diverse skills is communication.
   c. THESIS: Effective communication skills for the changing workplace consist of attributes, such as possessing and utilizing good communication skills across the organization.

II. Good communication is one of the top skills needed in the workplace.
   a. Employers look for employees with good communication skills
   b. Competitiveness.
   c. It is needed for workplace productivity.

III. What are the negative effects of poor communication in the workplace?
   a. Employees do not work well together across the organization.
   b. Employees are not given wage increases or promoted.

IV. How can employees improve their communication skills?
   a. Employees can work to acquire empathy with coworkers.
   b. They can be mindful of their attitudes and manner.
   c. They can take a class or seminar to improve communication.

V. Conclusion

Comment [2]: Effective communication in the workplace is certainly a great topic for this assignment. However, while I can see the direction your paper will take, the wording of your thesis is a little difficult to follow. Perhaps reworking it and only using the phrase “communication skills” once would help. You could also revise to identify some of the attributes or specific skills you plan on discussing.

Thesis statements are difficult for me. I chatted with a tutor at the KU Writing Center to help me smooth out my ideas and fit them into a complete sentence.

Comment [3]: This sounds interesting but I am not sure how it relates to good communication skills. I think developing this into a full sentence would help make your idea clear.

Comment [4]: As you work on developing your essay, you may want to include some specific examples of how productivity could be improved by the use of good communication skills.

Comment [5]: You may want to also discuss how clients and profits could be negatively impacted by poor communication skills.

Comment [6]: I like that you have used specific details about how to improve communication skills. I wish my employer would set up a seminar for us. There are often miscommunications in our inter-office memos and emails.
Good communication skills are a necessary skill for businesses and their employees to succeed in the 21st Century.

Response to Classmate:

Hi John,

This sounds like a very interesting topic and one which really relates to your future career! I think the organization you have developed works well and nicely presents your main points. As you work on developing your essay, you may want to add a few more supporting details and examples to support your claims. For example, in section II you could explain how strong communication skills help businesses stay competitive. Smoothing out your thesis a little is also a good idea. I really struggle with thesis statements so I always chat with a tutor at the KU Writing Center, they are awesome and they are even open late so I can pop in and chat after I get home from work. Overall, your outline looks great and should help you develop your draft next week!

Kathy