



Name: _____ Date: _____

Communication at work

Communication helps to give employees information, direction, goals and motivation.

Choose words from the list below that describes how this happens at work.

appraisal	folder	orders
assessment	induction	procedures
book	instructions	reports
calendar	letter	reviews
coffee	locker	shopping lists
diagrams	lunchroom	signs
diary	meeting	telephone
fax	notice boards	training

You can add your own words not found in the word list.