

Employability Skills Area: Oral Communication

Assignment Name: Client Communication and Performance Meetings

Read the situation below related to the Employability Skills Area. Oral Communication. Type a 150-word (minimum) response to this situation and make sure you answer the three questions in your response.

Situation:

Routinely, there are many situations where a business needs to communicate with existing clients and potential clients. There are situations to report results, both good and bad. Employers communicate in writing and by talking that conveys confidence and teamwork between the service or product provider.



Questions:

1. Does the service provider have the capability to execute product on the deliverable?
2. Is there a clear understanding of value provided?
3. What clear steps do we take together and do we have a clear alignment of our strategies and tactics?

Thank you to our Partner in Education



for providing this real workplace example.