

Communication is Essential for All Other Work

Read any job description and you'll almost always see "good communication skills" listed as a requirement. That's because communication is connected to all other work.

It's a virtual world

Communication technology can be very fast. It allows employees to operate at a far distance from each other and from their place of work. They are able to meet "virtually" from locations around the world, where they communicate through screens instead of in person.

Further, your instant messages and emails are delivered immediately. You get trending news instantaneously when it occurs. And you hardly can get inside the door of a store before an email arrives telling you which items are on sale today. Some might say we are overburdened with communication.



The social media role

Social media has changed the way we communicate. There are currently 2.8 billion social media users worldwide. This means that over a third of the world's population is using some form of social media to communicate. We use words and pictures to get our messages across in Facebook, Twitter, Snapchat, Instagram and other platforms that pop up almost overnight.

Using social media requires you to give more attention to what you post than when you spoke face-to-face to a person in the past. Without in-person feedback, how can you make sure the message you intended to send was interpreted by the recipient the way you intended?

Communication consists of five components

Excellent skills in each area is necessary for long-term career growth. The five components are listed below.

- Listening
- Speaking
- Reading
- Writing
- Body language

Over the next several weeks, *Career Headlines* will look at the five components and address ways that your messages can hit the mark.

Action: In your lifetime, the ways you are able to communicate have exploded because of technology breakthroughs. Name five ways communication has changed since you were a child.

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Note to instructors: *Career Headlines* will devote the next several weeks to communication because of its role in all work. Special attention will be given to listening because it is the most-used form of communication and also the weakest.

The 50 Communication Skills lessons in *Job Ready Career Skills* are listed below.

[Click here to see five sample student lessons from *Job Ready Career Skills*.](#)

It's for Real Workplace Ethics includes a blog requiring communication skills in every lesson.

[Click here to see a lesson with blog from *It's for Real Workplace Ethics*.](#)