COMMUNICATION

There are five types of **communication**in use every day:

* Written
* Verbal – what you say
* Non-verbal – body language and how you say things
* Listening
* Questioning

Working through these activities and with your mentor, you will cover what communication is, why it is so important (especially in the job hunting environment) and get tips and **techniques**to improve on your current skills.

**REMEMBER:**

**Communication is not just talking.**

What is communication?

Communication is the transferring of ideas and information between people. However, communication is not just limited to people; businesses, computers, books, films, adverts, logos, paintings, photographs and songs all communicate.

Why is communication important?

Communication is important in all areas of life (e.g. home life, friendships, sport) and is really important when you are trying to find a job. Learning the skills for each type of communication will help you find work.

**Selling yourself**

You can think of the different communication methods used in job hunting as ways to

advertise yourself, your ideas and your **motivation**. Just as a product in a supermarket has an attractive logo, shiny packaging and adverts that tell you why you should buy it, how and what you communicate is your advert.

**Know your audience**

When you are trying to communicate an idea to someone, you have to know something about that person to choose the right way to talk to them. You have to change your language to speak to different people.

In the working world, **professional language**is the shared way of speaking and understanding each other. Professional language is used in the workplace, has no slang, is spoken clearly and **respectfully**and includes words specific to the sector the work is in.

**REMEMBER:**

**It is up to you to make sure that you communicate clearly, confidently**

**and truthfully to make you stand out from the crow**