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How to Communicate Professionally

According to an article by Susan Adams “Why Grammar Counts At Work.” Good grammar counts in the work place, because improper use of grammar can confuse others. For example, the improper use of the word lie, and lay, if both words aren’t used in the correct form, it can be misleading to others. It’s also unpleasant to the employers in a professional work place when these employee used improper grammar words. Good grammar counts at work because it makes one sounds professional. Adams was also tired of employers complaining about how bad grammar was in the professional workplace. It was that bad to the point where some employer were going to start giving their employees grammar lesson (Adams.)

Kyle Weins also stated in his article “I won’t hire people who use poor gramma” that it is important to use good grammar in the work place. Because in these days most of our work is digital, so when people make a post your words are conveying your message and your words are the only thing that’s going to speak for you. So it has to be clearly stated and also be informative. He also stated in his article that grammatical errors look very sloppy and very unprofessional. Weins said he has zero tolerance for grammar errors, and that he would not hire someone that has grammatical errors on their application, or if they failed the grammar test that he gives to all applicant. Weins had also stated that the way people articulate tells how intelligent they are. Improper grammar also tells the way how an individual thinks how organized they are in their thought’s process. It’s very important to always practice good grammar in the work place, it looks professional and is also understood clearly (Weins.)

A substance abuse and behavioral counselor, advises people who suffer from drug addiction, alcoholism, eating disorders and other behavioral problems. Their job is to also help to provide treatment, and support to help the client’s recovery from their addiction and to modify problem behaviors. The required education for a substance abuse counselor is a bachelor’s or a master’s degree in human services. A substance abuse counselor can work in various facilities such, as prisons, mental health center or private practice (Human Services.)

There are some very important qualities which go with being a substance abuse counselor such as: good communication and listening skills. A counselor should be able to listen attentively to the clients so that they can provide feedback, and to communicate clearly and effectively with the client, so that the clients are able to understand the counselor and the desired outcome is achieved. It is also important to have good grammar and editing skills, because a counselor will have to evaluate their clients, and sometimes they have to refer their clients to other resource such as job placement service and other support groups for further help. So those other workers will also be reading the evaluation documents prepared by the counselor. Being a substance abuse counselor requires advance computer skills. Such as Microsoft Word or Excel, PowerPoint and other computer skills to do their job, because they will be using various kind of software and hardware. A counselor must read journals such as the meta-analysis as this provides information on substance abuse treatments, and other situations as how to help with the client (Human Services.)

In regards to my profession. I have found that there are some areas of my communication, where my strength lie, and that there are some areas that needs improvement. At present my listening skill is my strength, I do spend a lot of time listening to people, because I realized that in any form of communication good listening skills is very important in order for me to understand what’s being said. I am also very skillful at doing my research. After doing my research, I always make sure I proofread my work for grammatical errors. Whenever I have to do research, I find it very interesting and informative. But I struggle in my reading skill, I find it very hard to read a book or any form of reading material if I don’t have to read it. So in my profession, I will need to improve my reading skill, by reading books that are related to my profession or that will help me in some ways. My speaking and communication skills need some improvement. Because I don’t speak well, I find that I don’t communicate well. I will need to work on my grammar, so that I am able to communicate effectively to others. Once my grammar improves then I know I will be able to write well. As writing will be an essential part of my profession. Because I will be doing a lot of note taking, so it’s very important that I improve my writing skills. I will need good editing skills, to edit my work when am finished so I will be working very hard to improve my editing skills, by reading books on how to edit. I will need to take some computer classes, to improve my computer skills to help me to be aware of other computer programs that I need to do my job. There are different types of hardware and software skill that I need to be more informative about.

Professional communication refers to various forms of communication. These communication can be written, spoken and electronic communication. Professional communication should be clearly written and free of grammatical errors, so that the reader is able to understand the message being conveyed. Also spoken and electronic communication should be clear with the use of proper grammar at all time.

Works Cited

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