Key Concepts for Effective Workplace Communication:

✓ **Respect**: Be aware of cultural and social differences in the workplace.

✓ **Communicate**: Keep the lines of communication open, interact with your co-workers.

✓ **Listen**: Taking the time to listen to co-workers helps aid workplace communication.

✓ **Assist**: When your work is done, offer your talents to assist your co-workers.

“Communication leads to community, that is, to understanding, intimacy and mutual valuing.”

- Rollo May

CONTACT US
For additional information, check out the Communication Center website: www.uccs.edu/communicationcenter

To speak with a trained CEC Peer Mentor or Graduate Associate, contact us at (719)255-4770 to schedule an appointment.

Communicating in the Workplace  
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Workplace Communication

Workplace communication is the sending and receiving of messages within a work environment.

This includes communication that is:

✓ Written
✓ Face-to-face
✓ Electronic

Written Communication

Tips:

✓ Be courteous
✓ Use professional language
✓ Be clear and concise

Application:

Planning: Make sure you analyze the situation, gather information, choose the right medium to send your message through and are organized.

Writing: Adapt to your audience and compose a message that is informative and respectful.

Completing: Revise your message taking out unnecessary details, proofread and distribute the message.

Face-to-Face Communication & Electronic Communication

Tips:

✓ Use vocal inflection
✓ Be aware of nonverbal cues

Application:

Facials and Eye Contact: Making eye contact and using positive facials when interacting shows respect and credibility.

Gestures and Movement: When explaining a concept in person or via the web, movement and gestures can help make your point clear and add to your message.

Appearance: Maintain a professional appearance in the workplace.