English Classes Are Important

What is communication?

English classes improves your communication skills (read, write, talk, listen) which are important in every job. Communication skills allow you to understand information other people give to you, and allow other people to understand information you give to them. Also, accurate and clear communication skills helps you in every area of your life. Every time you send a text, make a phone call, or give someone directions, you use communication skills.



Why do I need to take English classes?

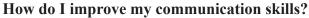
Taking English classes improve your communication skills. In

English classes, you study skills such as: vocabulary, spelling, grammar (how to use words, sentences, punctuation), composition (writing), and comprehension (understanding what you read). Learning how to write sentences, paragraphs, and essays in school will help you in the work world. Then in a job, you will be able to write good letters, emails, advertisement flyers, manuals — and incident reports (required for workers such as: police officers, firefighters, social workers, safety inspectors, and others).

But, English is not used in all jobs, right?

You may think English classes only relate to a few jobs, such as writing or editing (proofreading). But EVERY job requires workers to understand instructions and to explain information to customers, coworkers, and supervisors. English skills are important in jobs that you may think may require little communication such as computer repairer, dishwasher, and stockroom clerk. Employers who hire technicians complain that some of these highly skilled workers are unable to explain information to others or write a report about their computer work project. Therefore, colleges require computer technicians, auto mechanic, and other majors to pass English speech and writing tests to earn a Certificate or degree!

Some jobs require excellent communication skills. **Politicians** must make speeches to large groups. **Sales workers** must be able to speak both on the phone and in person to sell the company's products. **Lawyers** and **managers** need to explain problems clearly and explain information to others. **Health care workers** must be able to understand patients' questions and make patients understand directions. **Counselors** must be able to listen to the client situation; then communicate helpful tips to solve problems.





Take English classes to learn communication skills. In addition, join after school groups such as clubs, sports, and volunteer sites to force you to interact with all types of people to improve your communication skills. Join the school newspaper staff or yearbook staff to improve your writing skills. Join the debate team to develop thinking and speaking skills. Join the Associated Student Government (ASB) class to practice negotiation (reaching an agreement) skills and public relations (advertising) skills.

Basic communication skill tasks require: 1) communicate with others; 2) follow spoken, written, and verbal instructions; 3) write sentences and paragraphs to fill out forms and prepare basic work reports for supervisors.

Intermediate communication skill tasks require: 1) read technical reports; 2) give and follow instructions; 3) persuade (talk people into) a point of view; 4) write essays to prepare letters, emails, and technical reports for supervisors.

Advanced communication skill tasks require: 1) ability to speak in front of groups of people; 2) ability to accurately research and write reports; 3) ability listen and negotiate (reach successful agreements with others); and 4) ability to supervise or train others.

Level of Communication Skills Needed for Careers U.S. Department of Labor, Occupational Outlook Quarterly

Basic Communication Skills:

Bank tellers

Bus drivers

Cashiers

Computer technician

Correctional officers

Counter and rental clerks

Court reporters

Customer service representative

Dispatchers, police and fire

Flight attendants

Food service workers

Funeral director and assistants

General office clerks

Graphic artists

Hair stylists and manicurists

Home health aides and personal assistants

Installers and repairers, all types

Landscaping/grounds supervisors

Massage therapists

Mechanics, all types

Medical assistants and transcriptionists

Nursing aides and psychiatric aides

Occupational therapy assistants/aides

Physical therapy assistants and aides

Postal clerks and mail carriers

Preschool teachers

Receptionists

Service and repair technicians

Shipping and receiving clerks

Taxidrivers and chauffeurs

Ticket agents

Wedding consultant



Intermediate Communication Skills:

Adjusters, investigators, and collectors Architects

Computer support specialists

Computer technicians and repairers

Customer service representatives

Dental assistants and hygienists

Designers (interior, floral, fashion)

Diagnostic medical technicians

Employment interviewers

Financial managers

Fitness trainers and aerobics instructors

Government code inspectors, all types

Health information technicians, records clerks

Hotel desk clerks and supervisors

Human resources and personnel clerks

Insurance agents and brokers

Librarian and library technicians

Medical assistants, secretaries, technicians

Medical therapists

Paralegals and legal secretaries

Pharamacy technicians

Physical therapists and aides

Police officers and special agents

Private detectives and investigators

Property managers and rental agents

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Real estate agents, brokers, and appraisers

Receptionist and information clerks

Recreation workers and directors

Registered nurses and nurse's aides

Respiratory therapists

Restaurant workers and hosts

Retail sales workers and managers

Intermediate Communication Skills (Continued):

Secretaries and administrative assistants
Securities (stocks)/ financial services salespersons
Social and human service assistants
Social media content specialist
Skincare specialist and makup artists
Sports officials and referees
Supervisors, all types
Teacher aides
Travel agents and travel guides
Web design/maintenance technician

Advanced Communication Skills:

Actors, directors, and producers
Administrative service managers
Adult education teachers
Agricultural scientists
Air traffic controllers
Biological and medical scientists
Chemists

Commercial pilots

Dentists

Engineers and engineering managers
Foresters and conservation scientists
Fund raiser (non-profit group or political)
Geologists and geophysicists
Government chief executives and legislators
Lawyers and judges
Management analysts and consultants

Manufacturers' and wholesale sales representatives Managers, all types

Meteorologists

Optometrists and optometry technicians

Pharmacists

Physicians and physician assistants

Physicists and astronomers

Podiatrists

Psychologists

Public relations specialists

Radio and television announcers

Reporters and correspondents

Scientists

School teachers

Social workers

Social media strategist

Speech-language therapists

Writers and editors

QUICK CHECK:

- 1. List 4 communication skills.
- 2. What do communication skills: a) allow you to do? b) Allow other people to do?
- 3. Define: a) grammar. b) composition. c) comprehension.
- 4. Learning what 3 things in school will help you in the work world?
- 5. List 4 jobs that require workers to write "incident reports."
- 6. What 2 things does every job require?
- 7. a) About what do employers who hire technicians complain? b) What do colleges require mechanics to pass?
- 8. List 5 jobs that require excellent communication skills.
- 9. a) What do you take to learn communication skills? b) Join after school groups to force you to do what? c) Join which 2 staffs to improve your writing skills? d) Join what team to improve your speaking skills? e) What 2 skill will you learn in ASB class?
- 10. a) List 3 things basic communication skill tasks require. b) List your choice of 3 jobs that require basic communication skills.
- 11. a) List 4 things intermediate communication skill tasks require. b) List your choice of 3 jobs that require intermediate communication skills.
- 12. a) List 4 things advanced communication skill tasks require. b) List your choice of 3 jobs that require advanced communication skills.
- 13. From all jobs, select 5 jobs you may enjoy and level of communication skills required.
- 14. If you were department store manager, list 3 communication skills you would require in a job applicant for sales associate.
- 15. If you were car dealership manager, list 3 communication skills you would require in job applicant for auto parts counter sales.
- 16. a) If you were clothing store manager, would you give a cashier who has communication skills a higher pay raise than cashier who does not have good communication skills?b) Give a reason for your answer.