

## Speaking and Writing Have a Lot in Common

The purpose of both speaking and writing is to get a message across. It makes sense that what works in one type of communication can be effective in the other. Whether in a conversation or oral presentation, or writing a report, email or other communication, your words, grammar, and organization of your thoughts play an important role.

**"Write like you speak"** This advice is for individuals who can hold a good conversation but whose writing is boring, wordy, or hard to read. You should be clear in both what you say and what you write. Look at these examples:

Spoken well: *"I will send you my résumé tomorrow by email and come to your office at 9 a.m. Friday for an interview."*

Written well: *"You will receive my résumé by email tomorrow. I am looking forward to our 9 a.m. interview on Friday."*

Written poorly: *"The résumé you requested has been undated to show my commendable experience and will be disseminated to you via email tomorrow prior to the previously scheduled 9 a.m. interview on Friday."*



**Use good grammar.** Learning grammar rules is the best way to improve both your verbal and written skills.

Do not use "myself" as a substitute for "me" or "I." Likewise, "itself," "himself and herself" should not be substituted for "it," "him" or "her."

Wrong: *"Myself and Nate met with a customer yesterday."*

Wrong: *"It was really pleasing for myself to meet with you at your job site."*

Right: *"Nate and I met with a customer yesterday."*

Right: *"I was pleased to meet with you at your job site."*

**Avoid slang and abbreviations.** Words such as "like," "GOAT," "fam," and "ghost" may have slang meanings, but they have no place in professional speaking and writing unless used properly. "Like" refers to admiration, "goat" is an animal, and "ghost" refers to a spirit.

**Do not confuse words.** Many words in English look and sound alike. That's why they are confusing. The following three sound-alikes are good examples.

Your/You're: "Your" refers to ownership, such as "your" car. "You're" combines the words "you" and "are."

Alright: "Alright" is not a word. It is not all right to use alright in standard English.

Affect/Effect: Affect is a verb; effect is a noun. *"The effect of a hacker can affect millions of people"*

**Action:** Write the following sentence correctly. *The affect of Andre and myself running a red light was, like, terrible, but you're car will be alright after we rub out the small dent.*

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*Note to instructors:* All communication is connected in one way or another. The 50 communication lessons in *Job Ready Career Skills* will help your students become better communicators.

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