



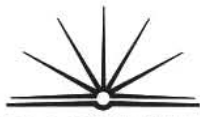
The importance of ~~an~~ effective communication in the workplace ~~is~~ of the three types, Verbal, non-verbal and written is underestimated.

When the workshop is quiet verbal is the best means of communication because you can get all of the information across without delay ~~and~~ and it is ~~the~~ easily understood. But when the workshop is noisy the information getting put across can be unheard and ~~was~~ misunderstood.

This is where non-verbal communication comes in. ~~For example~~ For example when backing a vehicle the driver looks at the second person who gives hand signals to tell him where to go. This is better than verbal because the driver may not be able to hear ~~the~~ the second person.

Where written comes in is in signs ~~on~~ on the wall. For ~~an~~ example a sign saying boots and eye protection needed in this area. It's ~~the~~ clear and easy to understand and nobody has to be there to tell people the message. It's there all the time.

These three types of communication are needed in the



Workplace because they are efficient in getting the message across in all situations.