Chapter 3

Activity 3-2 Improving Your Editing Skills

**Directions:** Edit the following paragraphs. Insert proper punctuation, correct misspelled words and grammar errors, insert paragraph breaks, and rewrite sentences to improve the structure as needed.

Several experts in the field of speaking and listening divide oral comunication into 2 categories and they are reporting and interviewing. when you are reporting to or instructing another prson in face 2 face conversation your purpose is to furnish information motivate the listener to move in the direction which you feel is corect and to get feedback t make sure that You have succeeded. In addition, in order to be sucesful in this roll it is always important to remember to always use clear and concise language so that your listener understands what you are saying—interviewing is a different ball game because your perpose is not to provide the information but to retrieve it from the person being interviewed. Finally interview techniques are used in employment interviews and problem-solving discussions and counseling and sales calls and staff meetings; but since the interviewer job is to listen and obtane information a successful interviewer must be able to listen critically and ask clarifying questions. The difrence between reporting and interviewing can be summarized by reporting is giving the information but interviewing is analyzing the information.