Chapter 9

Data File 9-1 Communicating Effectively

**Directions:** Communicating in writing is a very important college and career readiness skill. To practice proper English language usage, 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.

Reading is something you probably take for granted. Like speaking and listening reading is a skill that needs to be used with precision in the business world. Reading skillfully means that you get meaning from written symbols and evaluate their accuracy and validity. No matter what type of job you have you will read various documents related to employment benefits policies and procedures. In addition you will transact much of your business through emails reports and forms You will also use the Internet extensively to access information on websites blogs online publications source material and so on. Finally reading is a major mode through which you can continue learning which is the key to growing continually in your chosen career. Have you ever read something and found yourself half way down the page wondering how you got there and what you missed along the way—you probably were not attending to the material consciously. Your eyes moved across the text but your mind did not actively process the words phrases and sentences. Recalling this experience tells you that reading is more than a passive activity. It requires you to be involved and to do something in response to the words.

Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your Word document *FirstnameLastname*\_Activity9-1.docx (i.e., JohnSmith\_Activity9-1.docx).