Communicating Professionally in the Workplace

If one must communicate professionally, one must possess proper grammar. In the age of Technology, the general public has become unconscious of proper grammar. Social media is growing rapidly in way to connect people to each other. The use of communicating properly is obsolete. The way we communicate professionally is necessary to secced in a professional environment.

The way a person communicate with proper grammar in the workplace is very important. In the article written by Susan Adams, “[*Why Grammar Counts at Work*](http://www.forbes.com/sites/susanadams/2012/07/20/why-grammar-counts-at-work/)" she writes that in the NYT article managers are fed up with vernacular of twitter, texting, and other miss use of grammar in the workplace. This statement is mainly focusing on the younger generation and their carelessness towards proper grammar. She also writes that, 45% of employers will implement training in grammar for their employees (Adams). Good grammar helps one be more organized and methodical (Adams). Written words are a form of expression and shows respect to others by taking time to make sure one’s writing is professional, not sloppy (Adams). In Kyle Wiens article “[*I Won’t Hire People Who Use Poor Grammar. Here’s Why*](https://hbr.org/2012/07/i-wont-hire-people-who-use-poo)” he says that he has a zero tolerance approach to grammar mistakes that make people look stupid. He says that person with horrific grammar deserve to be passed over for a job --- even if they are otherwise qualified for the position (Wiens). Good grammar is credibility, especially on the internet, in blog post, on facebook, in emails, and on company where your words are all you have (Wiens). As I begin dig deep into my field of study, [*HVACR Technician*](http://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm), communicating in a professional is the key to success.

In the HVACR field there everyday instances in which communicating in a professional manner show that my work will be professionally done. I will be working with customer to diagnose what problems they have encountered when dealing their heating or cooling system. In many situations will have to be reading schematics to where the problem exists and what steps in order to bring system up and running. There are a lot of people out here in the world that is willing to show how to troubleshoot a customer’s unit, and that is where multimedia can come in handy. A growing number of technicians receive post-secondary education from a trade school or community college. These programs generally last from 6 months to 2 years. This leads to a certificate or associate’s degree being obtained (O.O.H). Everyone I come into contact, I will have be mindful that communicating professionally and always keep in mind that good grammar is most important.

This English course will help develop my grammar, writing, speaking skills. Furthermore, as a HVACR technician my communication skills include my strengths as a listener, reader, editor, and researcher. I need to show improvement in speaker, writer, proofreading, and communication media. I will have to listen to my customers and assist them with a vast amount of things. My writing will improve from developing grammar skills and focusing on the perception an intellectual. I will improve my communication in social media by being more punctual. There are many of resources out here that can help me develop me as a professional, I just have to buckle down and learn then information for myself.

The vernacular of today’s society will always be forever changing, but the use of proper grammar will generally remain the same, this will be expected in the workplace. Communicating professionally should always be the concern of everyone. In all having a good grammar mindset is the key.

 Works Cited

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