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Workplace Essentials: Grammar and Communication Skills

 Everyone has a fear of something whether it is snakes, spiders, or heights. These common phobias are understandably common because they pose a physical threat; however, there is one outlier. Lisa Fritsher, a writer for *Verywell.com*, with help from a board-certified physician, writes that “as much as 75% of the population has some level of anxiety regarding public speaking” (Fritsher). It is interesting that speaking, something that we all do every day, invokes fear in people when done publicly. Fortunately, it is not a lost cause, especially because communication skills are so important our daily lives. Overcoming the fear of public speaking by practicing grammar and speaking does more than just overcome the fear, because learning communication skills and grammar are the key to success in the workplace.

Good grammar is important in the professional workplace. *Forbes* writer Susan Adams and Kyle Weins, CEO of iFxit, both agree that good grammar is vital for success in the workplace. In an article in her magazine, Adams focuses on why grammar is so important, and she details the importance of organization, listening skills, intelligence, and respect, which is all reflected in one’s grammar. Organization in grammar represents organization in someone’s life, such as his or her working habits or workspace. Good grammar shows good listening skills, and shows that one can adapt what he or she has heard into his is her words for better communication. Good grammar is respectable; it is important to be respected in the workplace, and poor grammar is not respected by other working adults. Grammar shows a basic level of intelligence, and it shows that someone, at the very least, payed attention in school (Adams). Weins primarily emphasizes why grammar should be taken seriously in the professional work place. Carefulness is represented by good grammar. Someone who takes his or her time to carefully choose his or her words is more likely to treat other things with care, whether that be work or other skills. Good grammar makes someone hirable to a job, as opposed to someone with poor grammar, which shows his or her lack of preparedness for work. Good grammar shows thoughtfulness, and it is important in the work place for someone to be thoughtful and to think through his or her work. Social skills are extremely important in the workspace, whether communicating with coworkers, bosses or clients, and good grammar improves social skills. Credibility is important in the work place, because someone who is working at a professional job must be honest, and bad grammar negates credibility in the workplace (Weins).

Grammar plays an important role in every professional job, and this includes being a geographer. According to the *Occupational Outlook Handbook*, knowledge and comprehension of English and grammar is essential for being a geographer. A bachelor’s degree and sometimes a master’s degree is required, so communication skills must be perfected for higher levels of education. Geographers must be prepared to write and report their research findings, which are both forms of communication. During research, geographers may conduct interviews, in which it is crucial for them to have strong communication skills, such as good grammar and prose. They also must be able to read various types of maps and understand how to interpret data from the census and other resources. In addition, geographers must be well trained in the use of Geographic Information Systems, Global Positioning Systems, as well as other forms of communication devices. When presenting their findings, Geographers must be able to write and present in a professional manner, for their work will be read by other scientists, journalists, and sometimes the general public (“What Geographers Do”).

Due to the importance of reading, writing, presenting, and other forms of communication in the profession of being a geographer, I must be able to have perfected and polished grammar skills. It helps that I am currently in college because there is a lot to learn in each of my classes. College Composition requires that I have professional grammar skills, and I can apply these skills to other classes as well, because of how helpful these skills are. College Composition requires the ability to read, interpret, and understand various passages and articles, which help improve grammar and widen vocabulary. The class also calls for writing and documenting my findings into forms that I can easily understand with the best grammar possible. Other classes I take, like Psychology, sometimes require for me to give oral presentations. With repeated practice, such as reciting my work out loud to myself, I should eventually overcome all fear and anxiety that comes with public speaking. As long as I apply myself and continue to put in effort to have perfect grammar, I will be on my way to have the professional skills required for my future career as a geographer.

Good grammar is clearly important, but not just for me and my future career. Everyone who is planning to have a professional job should spend time perfecting his or her grammar. Having these skills allows everyone to speak and write in a professional manner, and it can even overcome the fear and anxiety that comes with public speaking. For everyone’s sake, it is essential to learn proper grammar.

Works Cited

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