

# Oral/Written Communication

Articulate thoughts and express ideas effectively using oral, written, and nonverbal communication skills (to instruct, inform, and persuade), as well as listening for meaning to gain understanding. The ability to deliver information in person, in writing, and in a digital world.

## Assess yourself on Oral/Written Communication:

- Need to Develop
- Currently Developing
- Excelling

## Ways to develop this competency:

- Practice your elevator speech.
- Develop and deliver a presentation for a class.
- Check for understanding by asking clarifying questions.
- Proofread online and written communication to avoid errors.
- Read books!

## Thought Provoking Question(s):

- When having conversations, do you listen with the intent to understand or with the intent to reply?
- Do you get nervous speaking to new people? What are ways you can overcome that fear?
- How do you communicate differently online versus in person?

## Sample Interview Question(s):

- Have you ever been in a situation dealing with an angry customer or angry person? What did you do to calm them down?
- If hired at a new company, how would you introduce yourself to your new team? How would you get to know them?
- Give a time when you went above and beyond the requirements for a project.

## Podcast:

Communicating Effectively in the Workplace by SCORE Mentors

<https://soundcloud.com/scorementors/communicating-effectively-in-the-workplace>

## Upcoming Event:

**MN Private College Career Fair** on February 21, 2019 from 9am-2pm at the Minneapolis Convention Center

Whether it be a full-time career or summer internship, attending the Private College Career Fair is a great way to engage with eager employers looking to hire students from all majors.

By attending the Job Fair, you will have the opportunity to network with 260+ employers who are interested in starting and maintaining employment relationships with Minnesota graduates! Many of the employers who will be present at the event will be actively recruiting for jobs and internships. Other employers may anticipate hiring in the next six months. No matter what the organization's' objectives may be, as an attendee, you can take advantage of speaking with recruiters from a variety of different industries to learn how your career goals may fit with their hiring needs.

In addition to meeting many employers at the fair, all registered candidates also have the opportunity to make their resume available to EVERY employer simply by posting their resume to our online resume book. For more information, click on the "Post A Resume" link.

**Register to attend the event via Handshake at: <https://gustavus.joinhandshake.com/events/203000>.  
Click "Join Event" in the upper right corner.**

Transportation to and from Gustavus is available. For more information on available opportunities, companies registered, and to post your resume for employers, visit [mnpcfair.org](http://mnpcfair.org)