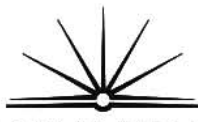




Communication in the workplace is highly important that a clear line of communication is presented from employers and employees.

Written communication such as job sheets provide a clear display of the work to be completed. By using this employees can also make any other notifications of need repair on a vehicle to their employers and then to the customer. By understanding this written piece of communicational information it will enable there to be effective workplace relationship and understanding to all people. It is important to state clearly the job and recommendations so there is no mix up. And the job can be performed without complication.

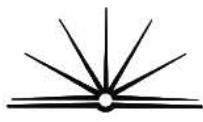
The use of verbal communication is the most important form of communication in the workshop. It allows for clear and understood information and ensure that employees, employers and customers aren't endangering themselves in the workplace. This type of communication



also allows for the information to be understood by the customer and given in detail to the mechanic. Without a clear understanding mistakes and injuries could happen. By verbal communication accidents can be prevented such as yelling to get attention in case of emergency or talking to the customer to obtain details of fault on the vehicle.

It is important to communicate the complication in the workplace or more damage maybe caused. Non-verbal communication also provides ideal forms of warning such as using the horn to notify the workshop that you are entering or leaving the workshop with a vehicle. Lights are also a form of notification. These are also very important and effective in the workshop but should be properly understood and communicated to prevent an accident. By mis interpretation.

Communication between all members of staff



is the most important thing in a workplace to prevent mis-interpretation and/or injury to anyone. It must be communicated effectively to achieve results. Whether it be written, verbal or a non-verbal line of communication, it must be clear.