

Week 6: first draft

Today's Focus : Workshop

My topic = Write a paragraph on the importance of communication in the workplace.

Minimises misunderstandings, builds trust, goal alignment. Evidence = \$1.2 trillion annual loss because of poor communication. Success of poor communication.

Importance of communication in the workplace.

understanding of their role.

Building trust → Improves employee performance.

feeling engaged, valued, motivated.

First TEEL draft:-

Effective communication is very important for building trust at work. When managers talk clearly and honestly with their team, it creates a nice workplace where employees feel happy, valued, and motivated to do a good job. Research shows that bad communication is a huge problem as it costs companies around 1.2 trillion dollars every year, and it also causes money losses, low motivation, and employee burnout. This proof shows that good communication is not just a nice skill to have, but it is actually a major business requirement that changes how successful and profitable a company is. Also, clear talking helps workers understand their jobs and duties, helps team work together better, and stops expensive mistakes from happening because of misunderstandings. Because of this, businesses become more productive, smooth, and friendly places to work. Therefore, keeping up good communication is the best way to build trust, make workers do better, and help a company succeed for a long time.

Assessment 2 Template

Complete the below TEEL tasks. Please note the use of AI is not permitted for this task.

1. Read the paragraph below.
Identify the TEEL structure in the paragraph.

Write the correct part of TEEL next to each sentence in the square brackets.

- **T: Topic Sentence**
- **EXP: Explanation**
- **E: Evidence / Example**
- **L: Link Sentence**

Paragraph

[T] Using data to make business decisions improves efficiency and reduces risk. Many businesses now analyse data to guide pricing, stock levels, and planning. [E] Research from McKinsey Global Institute (2017) found that data-driven organisations are significantly more likely to acquire customers and be profitable than those that rely on intuition. [EXP] This shows that using data can directly improve business performance. [EXP] It is not just about collecting information. [EXP] Additionally, businesses must also use the data to make informed decisions. [E] For example, data can highlight which products are selling well and which are not. [EXP] This allows managers to adjust quickly and reduce waste. [EXP] Over

time, these small decisions can lead to higher profits and better use of resources. **[L]** Overall, using data supports more accurate and effective business decision making.

2. Find the cohesive devices in the above paragraph and highlight or underline them. Then fill in the answers for each below.

- a. Device: Additionally
Purpose: Adds another point and links ideas together.
- b. Device: For example
Purpose: Introduces an example to support the point being made.
- c. Device: Overall
Purpose: Signals the conclusion and links the paragraph back to the central argument.

3. Choose the strongest topic sentence from the options below.

- A) Time management is important.
- B) Time management is important because it helps people organise their work.
- C) Time management is important because it helps employees prioritise tasks, meet deadlines, and reduce workplace stress, leading to higher productivity.

4. Choose the strongest explanation sentence

Topic Sentence:

Good teamwork is important in the workplace because it helps employees achieve shared goals efficiently.

Which is the best explanation?

- A) Teamwork happens in many workplaces.
- B) When employees collaborate effectively, they can share ideas, solve problems faster, and support each other's strengths.
- C) Some people prefer to work alone.

5. Choose the strongest evidence/example

Topic Sentence:

Workplace training is essential because it helps employees improve their skills and performance.

Explanation:

When employees receive proper training, they become more confident and capable in their roles.

Which is the best evidence/example?

- a) Training is something companies often provide.
- b) A study by LinkedIn (2023) found that 94% of employees said they would stay longer at a company that invests in their learning.
- c) Employees go to work every day.

6. Choose the best linking sentence

Topic Sentence:

Flexible working hours can improve employee satisfaction and productivity.

Explanation + Evidence:

When employees can manage their own schedules, they are better able to balance work and personal responsibilities. For example, many companies report increased performance after introducing flexible working policies.

Which is the best linking sentence?

A) Flexible working is becoming more common.

B) Employees like flexibility.

C) Overall, flexible working hours contribute to a more productive and satisfied workforce.

Write the final draft of your TEEL paragraph on your chosen topic here. This is the final draft of the paragraph you started in class!

TEEL FINAL DRAFT:

The importance of communication in the workplace

Effective communication is essential for building trust in the workplace. When employers communicate clearly and openly with their employees, it creates a positive work environment where staff feel valued, engaged, and motivated to perform at their best. This is supported by corporate data showing that poor communication costs businesses up to \$1.2 trillion annually, contributing to financial losses, low employee engagement, and increased burnout. This evidence demonstrates that effective communication is not simply a soft skill but a critical business necessity that directly influences an organisation's success and financial performance. Clear communication provides employees with a strong understanding of their roles and responsibilities, encourages teamwork and collaboration, and reduces the likelihood of costly errors caused by misunderstandings. As

a result, organisations become more productive, efficient, and supportive places to work. Therefore, maintaining effective communication is fundamental to building trust, improving employee performance, and ensuring the long-term success of an organisation.

Reference:

Grammarly and The Harris Poll, 2022. The State of Business Communication: The Premium on Effective Communication. Grammarly. Available at:

<https://www.grammarly.com/business/learn/introducing-2024-state-of-business-communication/> [accessed 4 July 2026]