

English Classes Are Valuable



Reading and writing are basic skills we begin learning at a young age. So why do we need to continue studying them in high school and beyond? Taking English classes improves our communication (reading, writing, speaking, listening) skills, which are essential (very important) to every job.

Communication is the ability to understand information other people give us and to have other people understand what we tell them. In addition to being needed for most jobs, the ability to communicate clearly and effectively (accurately) can help us in every area of our lives. Every time we write a letter, make a phone call, or give someone instructions, we use our communication skills. Studying English helps us develop our reading, writing, speaking and listening skills, all of which play some part in our everyday lives.

In high school English classes, most students study basics such as vocabulary, spelling, composition (writing skills), reading, and grammar (proper use of words and punctuation). Learning how to write sentences and paragraphs lays the groundwork for writing good letters, essays, term papers, and reports. English classes also include exposure to literature (stories), which teaches students to: 1) analyze (think and reach correct conclusions and decisions about) other people's words and 2) provokes (causes) thought by providing insights (ideas) into the human condition (situations of other people in the world). College English courses are designed to refine the skills learned in high school. Subjects such as literature, writing, and grammar are taught as separate classes. These courses provide additional study and practice of communication.

You may think English classes only relate to a few jobs, such as writing or editing (proofreading). But every job requires workers to understand instructions quickly and to explain problems to supervisors and other workers. Good communication is important for most jobs, even those that require little communication with others. A problem of employers of engineers, for example, is that some technically competent (smart) workers are unable to explain what they are doing, to understand what their part of a project is, or to relate their task to what coworkers are doing. As a result, many colleges are requiring engineers to pass difficult English communication classes as a requirement for earning a degree.

Many jobs require frequent communication. Sales workers must be able to speak both on the telephone and in person to present their company's products well. Lawyers and managers need to express themselves clearly and explain large amounts of information to be successful. Health care workers must be able to understand their patients' questions and make patients understand how to maintain their health. Psychologists must be able to listen and communicate accurately. The best way to begin developing communication skills is to take high school English classes. Reading outside of class is another good way. Extracurricular (clubs, sports, volunteer, etc.) activities

improves communication skills by requiring you to practice communicating with others. Joining the school newspaper or yearbook staff is a good way to work on writing skills. The debate team is ideal for developing speaking skills.





Basic communication requires the ability to interact with others and to follow simple spoken and written instructions. High school English classes are helpful in developing this level of skill.

Intermediate communication requires the ability to accurately give and follow instructions, to persuade (talk people into) a particular point of view, and to write in an organized and correct manner. Both high school and college English courses are helpful in developing these skills.

Advanced communication requires a strong ability to communicate both verbally (speaking) and in writing. Upper level college English courses are recommended to develop this level of skill.

Types of English Skills Needed for Careers U.S. Department of Labor, Occupational Outlook Quarterly

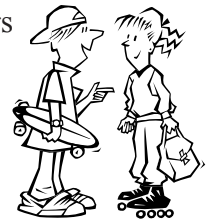
Basic Communication Skills:

Bank tellers
Bus drivers
Cashiers
Correctional officers
Counter and rental clerks
Court reporters
Dispatchers
Flight attendants
Funeral directors
General office clerks
Home health aides
Loan clerks
New accounts clerks
Medical transcriptionists
Nursing aides/psychiatric aides
Occupational therapy assistants/aides
Physical therapy assistants/aides
Postal clerks and mail carriers
Prepress workers
Preschool teachers
Receptionists
Service representative
Shipping and receiving clerks
Taxidrivers/chauffeur
Telephone operators
Ticket agents
Title searchers
Word processors
Visual artists



Intermediate Communication Skills:

Adjusters, investigators, and collectors
Architects
Clerical supervisors and managers
Construction and building inspectors
Construction and building managers
Designers
Employment interviewers
Financial managers
Health Information technicians
Health services managers
Hotel managers and assistants
Industrial production managers
Insurance agents and brokers
Library technicians
Paralegals
Pharmacists
Physical therapists
Police, detectives, and special agents
Private detectives and investigators
Property managers
Real estate agents, brokers, and appraisers
Receptionist
Recreation workers
Recreational therapists
Registered nurses
Respiratory therapists
Restaurant and food service managers
Retail sales worker supervisors and managers
Retail sales workers



Intermediate (Continued):

Secretaries
 Securities (stocks and bonds) and financial services
 Sales representatives
 Service sales representatives
 Social and human service assistants
 Travel agents
 Travel guides



Advanced Communication Skills:

Actors, directors, and producers
 Administrative service managers
 Adult education teachers
 Agricultural scientists
 Biological and medical scientists
 Chemists
 Engineering, science, and computer systems managers
 Foresters and conservation scientists
 Geologists and geophysicists
 Government chief executives and legislators
 Lawyers and judges
 Librarians
 Management analysts and consultants
 Manufacturers' and wholesale sales representatives
 Marketing, advertising, and public relations
 Managers
 Meteorologists
 Optometrists
 Pharmacists
 Physician assistants
 Physicians
 Physicists and astronomers
 Podiatrists
 Psychologists
 Public relations specialists
 Radio and television announcers
 Reporters and correspondents
 School teachers
 Social scientists
 Social workers
 Speech-language pathologists and audiologists
 Urban and regional planners
 Veterinarians
 Writers and editors



QUICK CHECK:

1. Which 4 types of communication skills may be improved by English classes?
2. Define communication.
3. a) In your opinion, which communication skills are used in writing a letter?
 b) In making a phone call?
 c) In giving someone instructions?
4. List 5 basics studied in high school English classes.
5. a) Does learning how to write sentences and paragraphs lay the groundwork for writing?
 b) For what 4 types of things?
6. What 2 things do students learn from exposure to literature?
7. What 2 things does every job require?
8. a) What 3 things have some technically competent workers been unable to do? b) As a result, what are many colleges requiring engineers to pass?
9. List 5 jobs that require frequent communication.
10. a) What is the best way to begin developing communication skills? b) What is another good way? c) How do extracurricular activities help improve communication skills? d) Which activities target writing skills? Speaking skills?
11. a) List 2 things basic communication requires.
 b) List 3 jobs requiring basic communication skills.
12. a) List 3 things intermediate communication requires. b) List 3 jobs requiring intermediate communication skills.
13. a) List 2 things advanced communication requires. b) List 3 jobs requiring advanced communication skills.
14. a) In your opinion, which communication skill (reading, writing, speaking, or listening) is the most important for detectives? b) Give a reason for your answer.
15. a) In your opinion, do good communication skills earn workers promotions and raises?
 b) Give a reason for your answer.

