



UNIT 2 DEVELOPING LANGUAGE SKILLS

Jeff Johnson, Document Clerk; King & Spalding Law

King & Spalding Law, with offices in Atlanta, Washington, D.C., New York, and Houston, currently represents more than 250 public companies.

Structure: *How might Jeff apply his organizational skills to any profession?*

Stories from the Real World

- ▶ **Name: Jeff Johnson**
- ▶ **Profession: Document Clerk**
- ▶ **Years of Experience: One**

How will your training or schooling help you in your profession?

As a 4th year Junior at State University of West Georgia, I have gained better organization skills, which apply to any profession. Deadlines play a major role in how I plan out my day in school & work, and can single-handedly rearrange my entire schedule. Following a proper schedule is imperative to succeed in almost any walk of life; without effective communication, one cannot begin to devise a schedule.

How do you use communication in your daily life?

I use communication in my daily life to keep in touch with friends, to express my feelings and emotions through my artwork, and to elicit communication from others. Whether in school or at work, a good line of communication means the difference between a '100' and a '0'.

What impact do good communication skills have on your professional life?

Good communication skills allow me to gain respect and responsibility in my professional life by enabling me to speak in an informed way. Good grammar also plays a strong role in how other people view me as an employee. For example, I'm more likely to be asked for assistance in projects where communication is key, like client conference assistance, than a co-worker who doesn't have as strong a grasp of English grammar.

Thinking Critically

What role does effective communication play in Jeff's life as a student and in his job as a document clerk?

How do good communication skills allow Jeff to gain respect?