



In the Automobile industry, communication occurs in written, verbal and non verbal ways. The importance of effectiveness with these types of communication is of utmost importance as it is vital to learn good communication skills. With ~~both~~ ^{all} of these skills being used constantly in the industry in every day use it is vital to get, give and comprehend everyone's actions to make sure there are no incidents in the workshop. Make sure that everything written down is right by double checking what you have written down. When listening or explaining something to another worker make sure you stop what you doing and face them. ~~also~~ Make sure you listen and get every piece of information correct when listening or giving information. Even if it is only actions being used in non verbal manner make sure you understand correctly as sometimes incidents may occur in the workplace with incorrect and misunderstood information being presented.