

Communication Skills Assessment

For _____

Date _____

Area and Skill	Excel	Competent	Need to Develop
Audience analysis			
• Analyzing audience needs			
• Tailoring messages to different audiences			
• Translating technical information into non-technical terms			
Oral communication skills/presentations			
• Delivering an impromptu presentation			
• Organizing your presentation			
• Creating/using PowerPoint slides			
• Talking in small groups			
• Talking in large groups			
• Keeping audience interest			
• Gauging audience understanding and response			
• Answering questions			
• Asking questions			
Oral communication skills/groups			
• Drawing others out			
• Summarizing and clarifying others' ideas			
• Keeping to the topic			
• Summarizing a discussion			
Oral communication skills/general			
• Dealing publicly with more senior people			
• Language – understanding			
• Language – being understood			
Other issues			
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