

CAREER READY PRACTICE



#2 Communicate Clearly, Effectively, and with Reason

Career-ready individuals are able to communicate thoughts, ideas, and action plans with clarity, whether using written, verbal and/or visual methods. This Career Ready Practice includes actively listening to peers and colleagues regardless of level and ensuring that diverse perspectives are heard, considered, and fostered. Regardless of communication method, individuals understand the needs of a specific audience and are able to tailor their message or style to meet these needs. Proficiency in communication helps build strong relationships, facilitates collaboration, and ensures that information is accurately exchanged.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Listen effectively to decipher meaning of a message.	Thoughtfully and consistently listens to and reflects on the information and intentions of the message.	Effectively listens to and reflects on the information and the intentions of the message.	Attempts to listen to the message and reflect on the meaning of the message but misses key information or intentions of the message.	Does not listen to the message and demonstrates the misunderstanding by not reflecting on the meaning.	Active Listening	
Articulate thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of forms and contexts.	Works creatively to craft and present a comprehensive presentation that uses both verbal and nonverbal communication.	Communicates thoughts and ideas by crafting and presenting a presentation using both verbal and nonverbal communication.	Creates a presentation but does not effectively address / communicate using both verbal and nonverbal communication.	Either creates a presentation but does not present, or fails to complete the presentation, thus does not communicate using both verbal and nonverbal communication.	Presentation Skills	
Develop, implement, and communicate new ideas while persuading others to consider them effectively.	Develops, implements, and communicates new ideas while persuading others to consider them effectively in a variety of conditions.	Develops, implements, and communicates new ideas while persuading others to consider them effectively.	Develops, implements, and attempts to communicate new ideas to others while trying to persuade others to consider them.	Incorrectly reads, interprets, and applies workplace documents (e.g., instructional manuals, work orders, invoices, memorandums).	Persuasion	

Know when it is appropriate to listen and when to speak.	While engaged in conversations / discussions, consistently understands when it is appropriate to effectively speak and when it is appropriate to listen.	While engaged in conversations / discussions, understands when it is appropriate to listen.	At times, speaks when it is not appropriate and does not listen when it is appropriate.	Often needs to be reminded of appropriate times to speak and appropriate times to listen.	Verbal Communication	
Understand both how and why messages are constructed and used in written form.	Effectively and consistently creates written messages which communicate the correct intent for multiple purposes.	Effectively uses and creates written messages to communicate in various situations.	Can create an adequate written message but does not understand how to use it to its maximum effect.	Attempts to create a written message but fails to do so effectively or in a timely manner.	Written & Visual Communication	

TOTAL POINTS GIVEN: _____/5= _____SCORE