

Communication Competencies

Oral Communication Skills Competencies

1. Expresses purpose clearly
2. Gives appearance of feeling at ease
3. Gauges audience
 - a. understands background of audience
 - b. monitors audience engagement
4. Presents arguments persuasively
5. Stays within allotted time
6. Structures presentation
 - a. clear opening and closing
 - b. logical development and flow
7. Exhibits good verbal delivery
 - a. correct use of grammar and syntax
 - b. varied voice (avoids monotone)
8. Nonverbal behavior strengthens presentation
 - a. appropriate body language
 - b. consistent eye contact
9. Instructional aids contribute to the quality of the presentation
10. Uses domain knowledge and vocabulary appropriately
11. Manages question-and-answer session well

Written Communication Skills Competencies

1. Writes with technical accuracy
 - a. constructs sentences properly and orders them in a natural flow
 - b. uses grammar correctly
 - c. uses spelling and punctuation correctly
2. Writes in an appropriate style for the intended audience and purpose
 - a. organizes ideas and arguments
 - b. expresses a clear, concise and provocative thesis
 - c. develops a logical argument to support the thesis
3. Provides strong support and reasoning
 - a. provides supporting evidence at both the paragraph and document level
 - b. integrates supporting evidence with the thesis
4. References sources appropriately
 - a. uses relevant and varied sources
 - b. uses quotations of appropriate length, integrated with other sources and author's ideas
 - c. cites sources correctly