

Communicate Clearly

Clearly and effectively exchange information, ideas, facts, and perspectives with people inside and outside of an organization.

Sample behaviors

- Understand the importance and demonstrate verbal, written, and non-verbal (body language) communication .
- Use active listening skills, and ask clarifying questions as needed.
- Frame communication with respect to diversity of learning styles, communication abilities, and cultural differences.

How are your communication skills?

I feel confident clearly and effectively communicating my ideas, thoughts, and work-related concepts.

☐ Very confident

☐ Somewhat confident

☐ Not confident yet

I feel confident clearly presenting in front of small and large groups.

☐ Very confident

☐ Somewhat confident

☐ Not confident yet

I feel confident with my written communication skills via email, instant message, and other platforms.

☐ Very confident

☐ Somewhat confident

☐ Not confident yet

Very confident

You are confident with verbal and written communication and have strong active listening skills. View the suggestions below to prepare for your next opportunity!

Somewhat confident

Determine if you want to improve your verbal or written communication skills. Review the ideas below and seek out new opportunities to improve your skills.

Not confident yet

Review the ideas below and identify opportunities to practice communication in your daily routine. Ask someone you trust for feedback!

How to improve your communication skills

- Proof-read all emails, messages, reports, and written communication that you share.
- Practice presenting in front of small and large groups of people in your classes.
- Ask a friend, family member, or someone you trust to proof-read your work and provide feedback.
- Practice active listening by asking clarifying questions, summarizing, and communicating respectfully.