



Career Ready Practice

4. Communicate Clearly, Effectively, and with Reason

Career-ready individuals communicate thoughts, ideas, and action plans with clarity, whether using written, verbal, and/or visual methods. They communicate in the workplace with clarity and purpose to make maximum use of their own and others' time. They are excellent writers; they master conventions, word choice and organization and use effective tone and presentation skills to articulate ideas. They are skilled at interacting with others; they are active listeners and speak clearly and with purpose. Career-ready individuals think about the audience for their communication and prepare accordingly to ensure the desired outcome.

Points Given

Individual Competencies	Competency Levels				Keyword(s)	
	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency		
Use communication to inform, instruct, motivate, and persuade.	Effectively uses communication to inform, instruct, motivate, and persuade.	Uses communication to inform, instruct, motivate, and persuade.	Communicates only to inform or instruct.	Communicates only to inform and does not demonstrate communication for other purposes.	Communicating well	
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.	Communicating through presentation	
Develop, implement, and communicate new ideas to others effectively.	Develops, implements, and communicates new ideas to others effectively in a variety of conditions.	Develops, implements, and communicates new ideas to others effectively.	Develops, implements, and attempts to communicate new ideas to others.	Develops new ideas, but does not effectively implement or communicate ideas with others.	Communicating new ideas	



<p>Know when it is appropriate to listen and when to speak.</p>	<p>While engaged in conversations/discussions, consistently understands when it is appropriate to effectively speak and when it is appropriate to listen.</p>	<p>While engaged in conversations/discussions, understands when it is appropriate to speak and when it is appropriate to listen.</p>	<p>At times, speaks when it is not appropriate and does not listen when it is appropriate.</p>	<p>Often needs to be reminded of appropriate times to speak and appropriate times to listen.</p>	<p>Timely listening/ speaking</p>	
<p>Listen effectively to decipher meaning of a message.</p>	<p>Thoughtfully and consistently listen to and reflect on the information and intentions of the message.</p>	<p>Effectively listen to and reflect on the information and intentions of the message.</p>	<p>Attempts to listen to the message and reflect on the meaning of the message, but misses key information or intentions of the message.</p>	<p>Does not listen to the message and demonstrates the misunderstanding by not reflecting on the meaning.</p>	<p>Listening well</p>	
<p>Use technology as a tool to research, organize, evaluate, and communicate information.</p>	<p>Effectively and consistently applies the use and understanding of technology as a tool for learning and communicating the learning.</p>	<p>Effectively utilize technology as a tool for communication.</p>	<p>Uses technology to collect, organize, evaluate, and/or communicate information, but does not do so on a consistent basis.</p>	<p>Does not use technology effectively to collect, organize, evaluate, and/or communicate information.</p>	<p>Communicating with technology</p>	
<p>Understand both how and why messages are constructed and used in written form.</p>	<p>Effectively and consistently creates written messages which communicate the correct intent for multiple purposes.</p>	<p>Effectively uses and creates written messages to communicate in various situations.</p>	<p>Can create an adequate written message, but does not understand how to use it to its maximum effect.</p>	<p>Attempts to create a written message, but fails to do so effectively or in a timely manner.</p>	<p>Communicating through written form</p>	

Total Points Given: _____ / 7 = **Score.**