

VERBAL COMMUNICATION ASSESSMENT

Name: _____ Date: _____

CORE SKILL AREA	DESCRIPTION & FOCUS	SELF-RATING (1-5)
Clarity & Brevity	Directness of message; avoiding jargon and unnecessary filler words.	
Active Listening	Demonstrating understanding through mirroring, nodding, and thoughtful follow-up.	
Tone & Inflection	Varying pitch and volume to convey emotion and maintain engagement.	
Confidence	Speaking with authority; steady pace and controlled breathing.	
Empathy	Tailoring language to the listener's perspective and emotional state.	
Public Speaking	Ability to present ideas clearly to a group without excessive anxiety.	

GROWTH OBJECTIVES & NOTES