

U072 1 Key skill assessment: communication

<p><b>Criteria for assessment: evidence you present must show you can:</b></p>	<p><b>Checklist: check that your evidence shows what you have done to:</b></p>
<p align="center"><b><i>Develop a strategy for using communication skills over an extended period of time.</i></b></p>	
<p>Clearly identify the outcomes you hope to achieve.</p> <p>Plan your use of communication skills, and make a reasoned selection of methods for achieving the quality of outcomes required.</p> <p>Identify relevant sources and research the information.</p>	<p>Identify where you can use communication skills (i.e. written, visual and oral) within your study or work activities.</p> <p>Identify goals and explain why these are important to you.</p> <p>List reference sources that you might use, including people.</p> <p>Write down a plan for accomplishing your goal(s) that:</p> <ul style="list-style-type: none"> <li>• divides the work into parts;</li> <li>• identifies interim targets;</li> <li>• gives a time schedule and deadlines for the parts.</li> </ul> <p>Keep notes of revisions and a log that records why you made modifications. Include the methods you intend to use to achieve your goals.</p>
<p align="center"><b><i>Monitor progress and adapt your strategy, as necessary, to achieve the quality of outcomes required in work involving at least: a) one group discussion about a complex subject; b) one document of 1,000 words or more about a complex subject.</i></b></p>	
<p>Monitor and critically reflect on your use of communication skills, adapting your strategy as necessary to produce the quality of outcomes required.</p> <p>Evaluate and synthesise information from different sources.</p>	<p>Use feedback and your own self-assessment to develop a picture of your performance.</p> <p>Use criteria to help you monitor your progress.</p> <p>Use interim checks and adjustments to see if targets/sub-goals are being met and if attempted methods are approaching your goals.</p> <p>Use search strategies to obtain information.</p> <p>Keep an accurate record of sources with notes on relevance and usefulness.</p>

<p>Communicate relevant information with accuracy, effectively using a form, structure and style that suits your purpose, and respond perceptively to contributions from others.</p> <p>Adapt your strategy as necessary to produce the quality of outcomes required.</p> <p>Monitor and critically reflect on your use of communication skills.</p>	<p>Check information for accuracy, bias, distortion.</p> <p>Use and reference correctly the information obtained to develop arguments and interpretation in a coherent way.</p> <p>In communicating your own work:</p> <ul style="list-style-type: none"> <li>• select a form that suits the purpose, e.g. to inform, explore, persuade;</li> <li>• lead discussions making points clear;</li> <li>• write extended documents, making sure material is structured logically;</li> <li>• check spelling, punctuation and grammar is accurate by proofreading and re-drafting;</li> <li>• respond perceptively to others.</li> </ul> <p>Describe the changes you had to make in your plan along the way.</p> <p>Identify modifications that have or should have taken place.</p> <p>'Stand back' at critical points to reflect on performance</p>
<p><b><i>Evaluate your overall strategy and present the outcomes from your work, using at least one formal oral presentation. Include a variety or verbal, visual and other techniques to illustrate your points.</i></b></p>	
<p>Organise and clearly present relevant information, illustrating what you say in ways that suit your purpose, subject and audience.</p>	<p>Develop the message and prompt action:</p> <ul style="list-style-type: none"> <li>• integrate verbal and visual elements to create a whole;</li> <li>• pace the use of images/visual aids to allow the audience time to view them;</li> <li>• understand and give an enthusiastic presentation;</li> <li>• draw comparisons and give examples to maintain interest.</li> </ul> <p>Use images to help the audience to follow and understand the presentation:</p> <ul style="list-style-type: none"> <li>• ensure you can use any equipment needed;</li> <li>• use images that are clear and make sense;</li> <li>• structure your work with a</li> </ul>

Vary use of vocabulary and grammatical expression to convey particular effects; enable fine distinctions to be made; achieve emphasis and engage the audience.

Assess the effectiveness of your strategy, including factors that had an impact on the outcomes, and identify ways of further develop your communication skills.

beginning, middle and end.  
Make contact with the audience.

Ensure presentation can be heard clearly.  
Pace the presentation, making use of cues to identify beginning, middle and end.  
Work within allotted time.  
Use appropriate language, including specialist terms.  
Show sensitivity to others.  
Assess the quality of your communication work by making connections between criteria, feedback, comments, and your own judgement of your performance.  
Identify those factors that affected the production and presentation of your work.  
Relate goals for improvement to progress so far and to possibilities for future development.