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| **Communication Area** | **Strengths** | **Weaknesses** | **Tip Sheet #1 (General improvement)** | **Tip Sheet #2 (Specific for you)** |
| **Written** |  |  |  |  |
| * Grammar (Do you have any specific issues?) |  |  |  |  |
| * Punctuation (Do you have any specific issues?) |  |  |  |  |
| * Spelling (Do you have problems with any specific words?) |  |  |  |  |
| * Wordiness (Too much or not enough?) |  |  |  |  |
| * Tone (Too formal or too friendly?) |  |  |  |  |
| * Clarity (Do people understand you?) |  |  |  |  |
| * Style (Compliment yourself here! What’s your style?) |  |  |  |  |
| * Formal (academic or business writing) |  |  |  |  |
| * Informal (e-mail, personal blogs, etc.) |  |  |  |  |
| * How does your audience react? |  |  |  |  |
| * How do you think you are being perceived? |  |  |  |  |
| * What else can you add? |  |  |  |  |
| **Spoken** |  |  |  |  |
| * Grammar |  |  |  |  |
| * Pace (Do you talk too fast or slow?) |  |  |  |  |
| * Volume |  |  |  |  |
| * Listening (Do you speak first? Do you listen to the question or what other people say?) |  |  |  |  |
| * Wordiness |  |  |  |  |
| * Do you talk too much or not enough? |  |  |  |  |
| * Clarity |  |  |  |  |
| * Tone (Are you relaxed? Nervous? Serious? Silly?) |  |  |  |  |
| * Speaking in meetings or class |  |  |  |  |
| * Formal presentations |  |  |  |  |
| * Informal or social settings |  |  |  |  |
| * What is your comfort level in formal settings? |  |  |  |  |
| * How does your audience react? |  |  |  |  |
| * How do you think you are being perceived? |  |  |  |  |
| * What else can you add? |  |  |  |  |