|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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?
 |  |  |  |  |