



## Self-assessment Checklist: Communication

<b>Name:</b> _____  <b>Date:</b> _____	<b>My Proof</b>
<b>Communication</b>	<b>Evidence and Examples</b>
I know what my purpose is and communicate with that purpose in mind.  <div style="text-align: center;"> <b>Yes      No      Not Sure</b> </div>	
I use verbal and nonverbal strategies.  <div style="text-align: center;"> <b>Yes      No      Not Sure</b> </div>	
I communicate appropriately for the situation and audience.  <div style="text-align: center;"> <b>Yes      No      Not Sure</b> </div>	
I use an appropriate and effective tone of voice.  <div style="text-align: center;"> <b>Yes      No      Not Sure</b> </div>	
I remember to increase or decrease the volume of my voice for effect.  <div style="text-align: center;"> <b>Yes      No      Not Sure</b> </div>	
I remember not to get too close to other people's personal space.  <div style="text-align: center;"> <b>Yes      No      Not Sure</b> </div>	
I keep eye contact with my audience.  <div style="text-align: center;"> <b>Yes      No      Not Sure</b> </div>	
I use gestures and facial expressions to create an effect.  <div style="text-align: center;"> <b>Yes      No      Not Sure</b> </div>	
I keep a good posture that is suitable for the situation and audience.  <div style="text-align: center;"> <b>Yes      No      Not Sure</b> </div>	