

Communication Evaluation Form

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Team: IT1B

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Instructions

- 1 = Needs Significant Improvement
- 2 = Below Average
- 3 = Meets Expectations
- 4 = Above Average
- 5 = Excellent

		Demonstrated:	Remarks / Illustration
Verbal Communication		Yes_No	
1.	Clarity and Articulation	0 - 0 0	4
2.	Active Listening	- 0 0 0	5
3.	Tone and Professionalism	0 - 0 0	4
Written Communication			
0	Email Communication	0 - 0 0	4
1	Documentation and Reports	- 0 0 0	5
2	Grammar and Writing Mechanics	- 0 0 0	5
Interpersonal Communication			
0	Collaboration and Teamwork	- 0 0 0	5
1	Conflict Resolution	0 - 0 0	4
2	Empathy and Emotional Intelligence	0 - 0 0	4
3	Listens to what others has to say	- 0 0 0	5
4	Presentation and Meeting Skills	0 - 0 0	4
5	Meeting Participation	- 0 0 0	5
6	Moderation and Guidance skill	0 - 0 0	4
Feedback and Adaptability			
0	Giving Constructive Feedback	- 0 0 0	5
1	Receiving and Acting on Feedback	0 - 0 0	4
2	Adaptability in Communication Style	0 - 0 0	4