

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