**Communication Skills Checklist**

**Directions:** This checklist goes with the Adapt Your Story Worksheet. First complete the Adapt Your Story Worksheet, then use this checklist to share your story with a partner. Ask your partner to give you feedback on your presentation using these skills. Use the checklist as a guide to discuss ways communication was successful or could improve. Remember, there is no one right way to communicate. Communication, especially body language and eye contact are different across cultures.

**Verbal Communication Skills**

* Does the chosen communication channel fit the audience and message?
* Were words simple and clear?
* Did the speaker say what they wanted to?
* Are there parts of the story the speaker could edit or practice?

**Non-Verbal Communication Skills**

* Did the speaker pay attention to body language? (Theirs and yours?)
* Did the speaker use eye contact to communicate? (Is it appropriate for the conversation and audience?)
* Did the speaker use facial expressions to communicate?

**Compelling Communication Skills**

* Did the speaker understand their audience?
* Did the speaker express their values, vision, and goals clearly?
* Did the speaker listen for verbal and non-verbal responses?

Notes: