**Evidence of competence in oral communication skills**

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| **1** The best example. |  |
| **2** Context: brief details of the circumstances. |  |
| **3** Level of responsibility on this occasion. The time limit, scale and scope of the work or event. |  |
| **4** The nature of the audience and how I took this into consideration. |  |
| **5** Personal contribution: what I did. |  |
| **6** Who else was involved on  this occasion – and what they did. How I involved or worked with others on this occasion. |  |
| **7** Outcomes. The extent to which deadlines were met or the work completed. Feedback I received. |  |
| **8** What worked well on this occasion? |  |
| **9** What lessons did I learn from this occasion? |  |
| **10** What would I do differently on another occasion? |  |
| **11** How typical is this  example for me (a daily/weekly/occasional/rare occurrence)? |  |
| **12** Brief details of a recent (or second) example. |  |
| **13** Brief details of a third, preferably contrasting, example. |  |
| **14** How could this competence be applied to other situations? |  |
| **15** How do I measure my success for this competence? |  |