**Evidence of competence in written 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-scale, word limits and importance of the task.  |  |
| **4** The nature of the audience. |  |
| **5** Personal contribution: what I did, including how the writing was suited to the audience. |  |
| **6** Who else was involved onthis 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. What feedback I received. |  |
| **8** What lessons did I learnfrom this occasion? How Iused feedback. |  |
| **9** What would I do differently on another occasion? |   |
| **10** What skills have I acquiredthrough academic writing? |  |
| **11** Awareness of differencesbetween academic writingand that for the career area which interests me. |  |
| **12** How typical is thisexample for me (a daily/weekly/occasional/rare occurrence)?  |  |
| **13** Brief details of a recent (or second) example. |  |
| **14** Brief details of a third, preferably contrasting, example. |  |
| **15** How could this competence be applied to other situations? |  |
| **16** How do I measure my success for this competence? |  |