

# Developing Effective Communication Skills

Success Criteria	Success Criteria Explained
<b>Audience</b>	
Adapt & use a selection of appropriate standard English vocabulary <ul style="list-style-type: none"> <li>- For audience</li> <li>- For context</li> <li>- For purpose</li> </ul>	<i>The words I choose to use are understood by the people listening to me. I know what they mean &amp; I use them in the right way.</i>
Establish & maintain eye contact & use body language to engage & maintain interest of listener	<i>I look at the people I'm talking to. I use my hands &amp; body to help explain &amp; make my presentation more interesting to watch.</i>
<b>Presenting ideas &amp; explanations</b>	
Communicate details, ideas, feelings & points of view confidently	<i>I am confident in my opinions &amp; clear on what I want to say; I make sure I show this when I speak.</i>
Offer different approaches & acknowledge different perspectives	<i>I understand that people may think differently to me &amp; I mention different thoughts, opinions &amp; ideas people may have in my conversation.</i>
<b>Motivate &amp; Inspire</b>	
Use enthusiastic & engaging language to hold interest of listener	<i>I try to vary the words that I use &amp; make them exciting and emotive when I can.</i>
Ensure there is expression & variety in tone of voice	<i>I speak on different pitches rather than all being on one note. I can be heard by everyone.</i>
<b>Actively listen</b>	
Demonstrate active listening by interrogating, challenging & responding to what is being said	<i>I pay attention so that if someone says something I agree or disagree with I can respond with my ideas or opinion.</i>
Initiate, develop & structure discussion by making purposeful contributions to facilitate & sustain discussion	<i>I keep conversations going by asking questions or making comments in moments when there is a pause.</i>

