

# Listen & Communicate Effectively

**Student Name:** \_\_\_\_\_

CATEGORY	4	3	2	1
<b>Communicates inter-generationally</b>	Communicates effectively and confidently with people from many generations.	Communicates adequately with people from other generations.	Communicates with people from other generations with reluctance.	Communicates primarily with people from his/her own generation.
<b>Cultural awareness</b>	Examination and explanation of diverse points of view and cultural differences are thorough, unbiased, and respectful.	Examination and explanation of other points of view and cultural differences are unbiased and respectful.	Acknowledges other points of view and cultural differences.	Only offers personal point of view without acknowledging or considering others views or culture.
<b>Listens for understanding</b>	Almost always listens to, shares with, and supports the ideas of others by responding with questions.	Usually listens to, shares, with, and supports the ideas of others by responding with questions.	Often listens to, shares with, and supports the ideas of others.	Rarely listens to, shares with, and supports the ideas of others.
<b>Builds consensus</b>	Respectfully listens, interacts, discusses and poses questions to all members of the team during discussions and helps direct the group in reaching consensus.	Respectfully listens, interacts, discusses and poses questions to others during discussions, trying to understand other views.	Has some difficulty respectfully listening and discussing, and tends to dominate discussions. Some difficulty with other views.	Has great difficulty listening, argues with teammates, and is unwilling to consider other opinions. Impedes group from reaching consensus.
<b>Thinks logically</b>	The student provides a logical, well-articulated and detailed explanation when presenting his/her view.	The student provides an articulate, logical explanation with some details.	The student's explanation makes a point but is not well articulated or contains some significant errors in logic.	The student's explanation lacks clarity or has many errors in logic.
<b>Appropriate language</b>	Consistently uses appropriate language for the intended audience (formal/informal)	Usually uses appropriate language for intended audience. (formal/informal)	Sometimes has difficulty knowing when to use formal or informal language.	Has difficulty uses appropriate language at the proper time.

