

**PERFORMANCE SKILLS EVALUATION CHECKLIST
 (OPTIONAL)**

May be used by student or teacher to record ongoing progress.

Student Name: _____ **Period:** _____

Performance rating scale:

- 4 = Highly Skilled Successfully demonstrated without supervision
- 3 = Moderately Skilled Successfully demonstrated with limited supervision
- 2 = Limited Skill Demonstrated with close supervision
- 1 = Not Skilled Demonstration requires direct instruction and supervision

A minimum score of 3 for each of the following performance skills must be achieved to meet state skill certification requirements—which represents attaining at least 80% competency on the applicable state core standards.

| PERFORMANCE SKILLS STANDARDS | | | | |
|---|----------|----------|----------|----------|
| Standard 01 Nonverbal Communication | 1 | 2 | 3 | 4 |
| Using nonverbal communication | | | | |
| <i>This includes the following: Identify the six steps of the communication process Practice nonverbal forms of communication Alter a message using only nonverbal communication</i> | | | | |
| Standard 02 – Grammar and Mechanics | 1 | 2 | 3 | 4 |
| Use correct grammar and mechanics | | | | |
| <i>This includes the following: Using correct spelling and grammar when writing letters, memos, and reports Using correct punctuation when writing letters, memos, and reports Identifying and correcting misplaced modifiers, redundancy, lack of parallelism and incorrect word choice</i> | | | | |
| Standard 03– Oral Communication Skills | 1 | 2 | 3 | 4 |
| Use oral communication skills | | | | |
| <i>This includes the following: Demonstrate telephone technique— Answering the phone Taking a telephone message Participate in group discussions, and role-playing personal and professional situations.</i> | | | | |

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|---|----------|----------|----------|----------|
| Standard 04 – Reading Skills, Vocabulary, and Propaganda | 1 | 2 | 3 | 4 |
| Develop reading strategies; recognize vocabulary words including homonyms, technical, business terms; and identify propaganda, facts, and opinions | | | | |
| <i>Read and follow simple directions</i> <i>Select correct reading methods for a particular situation (e.g. skimming, scanning, and in-depth reading).</i> <i>Identify propaganda, biased writing, and literal and inferential statements</i> <i>Practice reading skills including speed, comprehension, and retention</i> | | | | |
| Standard 05 – Written Communications | 1 | 2 | 3 | 4 |
| Compose an e-mail, several letters, and memos. | | | | |
| <i>This includes the following:</i> <i>Composing an e-mail, letters and memos</i> <i>Using the direct, indirect, and persuasive approaches</i> <i>Using both Block and Modified Block</i> | | | | |
| Standard 06 – Listening Skills | 1 | 2 | 3 | 4 |
| Practice listening skills. | | | | |
| <i>This includes the following:</i> <i>Practice following directions</i> <i>Practice taking notes</i> <i>Identify barriers to listening</i> | | | | |
| Standard 07 – Interpersonal Communication Skills | 1 | 2 | 3 | 4 |
| Use appropriate interpersonal communication skills. | | | | |
| <i>This includes the following:</i> <i>Give examples of job discrimination</i> | | | | |
| Standard 08– Using Technology | 1 | 2 | 3 | 4 |
| Use technology to enhance and perfect communications. | | | | |
| <i>This includes the following:</i> <i>Refine and enhance documents by using spell check, thesaurus, grammar check, layout, design, and graphics as needed.</i> | | | | |