



FOOTHILL COLLEGE

Communication Rubric

Effective communication demonstrates analytical reading and writing skills including evaluation, synthesis, and research; delivers focused and coherent presentations; demonstrates active, discerning listening and speaking skills in lectures and discussions.

Demonstrating mastery in communication skills, the student will acquire, practice, apply, and become proficient in many of the core competencies in each category listed below:

Input

- Engages actively in both verbal and nonverbal communication
- Comprehends incoming messages
- Interprets nonverbal and kinetic cues correctly
- Demonstrates mastery in accessing multiple sources of information and organizing that information into useful patterns
- Organizes essential information (or maybe differentiates between essential and non essential information)
- Reflects on assessments to change behavior or improve outcomes
- Identifies essential information, content and ideas
- Recognizes the relationships among content, skills, and ideas
- Draws reasonable inferences from evidence presented in a text, lecture, or situation
- Paraphrases ideas or concepts in his/her own words
- Summarizes given information objectively and completely
- Synthesizes information from a variety of sources
- Following directions to achieve a goal
- Uses appropriate vocabulary to achieve a goal
- Demonstrates sensitivity to different modes of communication
- Recognizes cultural differences in communication and nonverbal cues
- Demonstrates efficiency in accessing visual media, technology, and/or equipment relevant to the discipline

Output

- Communicates information in a clear and organized manner
- Communicates to a variety of audiences
- Applies essential information to a variety of situations
- Applies learned knowledge to new situations
- Organizes ideas in meaningful ways
- Provides relevant examples to support a point of view
- Frames clear, appropriate, relevant, and specific questions
- Conveys relationships among ideas, concepts, and skills
- Creates a logical argument
- Paraphrases texts or directions with accuracy
- Summarizes texts or directions objectively
- Synthesizes a variety of material accurately
- Demonstrates mastery of mechanics of communication in a discipline (ex: spelling, documentation, vocabulary)
- Demonstrates mastery of interpersonal skills
- Uses a variety of technologies to learn and to communicate (chat room, class website, online course)
- Using appropriate conventions for communication technology (visual media and tables)