

Communication skills analysis

Use this grid as a guide to identifying communication purposes when listening. You can use it for several people in one piece.

Column 1: Identify the speaker(s) eg. TV presenter, interviewer, interviewee

Column 2: Aim of communication eg. explaining, reminding, asking, protesting, informing, recounting

Column 3: Speaker's verbal manner eg. angry, patient, insistent, confrontational

Column 4: Speaker's physical manner eg. facial expressions, gestures, body language

Column 5: Who is the communication aimed at? (specific individuals, categories of people)

Column 6: What is the speaker's relationship to the person/people identified in Col.5?

COMPLETE AS FULLY AS POSSIBLE IN THE TARGET LANGUAGE

1	2	3	4	5	6
Speaker	Aim	Verbal manner	Physical manner	Speaking to...	Relationship

In your opinion, did the speaker(s) communicate effectively/achieve their communicative aims?
What elements contributed to this result?

1. Write a summary of your opinions in the target language.
2. Make notes of what you have learnt that could make you a better communicator in this language.