



■ Features of clear expression – verbal and written

Please try to make a self-assessment about how well you consider the following criteria on clear expression when writing and speaking.

Simplicity instead of complexity

- short, simple sentences
- main clauses instead of sub-clauses,
- use of everyday words
- technical- foreign words are explained,
- specific wording.

characteristics of my communication

a lot not at all

1----2----3----4----5

1----2----3----4----5

1----2----3----4----5

1----2----3----4----5

1----2----3----4----5

Structure/ Organization instead of complexity

- headings
- logical,
- clear structure
- common thread remains clear
- emphases and abstracts.

1----2----3----4----5

1----2----3----4----5

1----2----3----4----5

1----2----3----4----5

1----2----3----4----5

Conciseness/ accuracy instead of verbosity

- clear and explicit,
- limited to the essentials,
- short but not packed
- focused on key information,
- short, useful repetitions.

1----2----3----4----5

1----2----3----4----5

1----2----3----4----5

1----2----3----4----5

1----2----3----4----5

Stimulating instead of boring

- interest is aroused,
- colorful and vivid presentation,
- personal references
- use of vivid examples,
- support with mime and gestures.

1----2----3----4----5

1----2----3----4----5

1----2----3----4----5

1----2----3----4----5

1----2----3----4----5

(Source: by Langer et al.)