

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) e.g. *TV presenters, interviewers, interviewees* etc.

Column 2: aim of communication e.g. *explaining, reminding, asking, protesting, informing, recounting* etc

Column 3: what is the speaker's verbal manner? e.g. *angry, patient, insistent, confrontational* etc.

Column 4: describe speaker's physical manner, facial expressions, gestures, body language etc.

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	Manner	Body language	Speaking to ...?	Relationship

In your opinion, did 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.

See also

- [Hints when Listening in a Foreign Language](#) and related listening grids.
- [Listening in a Foreign Language](#) Activity Sheet
- [TV Adverts Grid](#)