Communication Effectiveness Review Checklist

Clarity

☐ Message is clear and easy to understand

☐ Uses simple and direct language

☐ Purpose of communication is stated explicitly

Notes on clarity...

Conciseness

☐ Information is concise and to the point

☐ No unnecessary information included

Notes on conciseness...

Relevance

☐ Information is relevant to the audience

☐ Examples and facts support the main message

Notes on relevance...

Engagement

☐ Engages the audience appropriately

☐ Encourages questions or feedback

Notes on engagement...

Correctness

☐ No spelling or grammatical errors

☐ Facts and data are accurate

Notes on correctness...