**COMMUNICATION AND BASIC SKILLS COMPETENCY**

Communication is a key skill to have in the world of work today. Communication skills can be done in a written form, spoken form or even electronic forms such as email. As someone who plans to get into the \_\_\_\_\_\_\_ career field, I understand the importance of strong communication skills. Throughout my high school time, I have shown strong communication skills in many different formats. In this section of my portfolio, I plan to highlight the best examples of my communication skills.

As a junior in my \_\_\_\_\_\_ class, we were assigned a \_\_\_\_\_\_\_\_\_\_\_\_\_ project in which we were supposed to create a \_\_\_\_\_\_\_\_\_\_\_\_\_. My teacher graded us on \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. For each of these areas, I received a score of \_\_\_\_\_\_\_\_\_. My teachers comments included “I am able to show \_\_\_\_\_\_\_”, “I have strong \_\_\_\_\_\_\_\_\_\_\_ skills” and “\_\_\_\_\_\_\_\_\_\_\_ work”. I have put (The actual project, the grade rubric, the teacher evaluation or other example) into my portfolio first.

As a senior in my \_\_\_\_\_\_ class, we were assigned a \_\_\_\_\_\_\_\_\_\_\_\_\_ project in which we were supposed to create a \_\_\_\_\_\_\_\_\_\_\_\_\_. My teacher graded us on \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. For each of these areas, I received a score of \_\_\_\_\_\_\_\_\_. My teachers comments included “I am able to show \_\_\_\_\_\_\_”, “I have strong \_\_\_\_\_\_\_\_\_\_\_ skills” and “\_\_\_\_\_\_\_\_\_\_\_ work”. I have put (The actual project, the grade rubric, the teacher evaluation or other example) into my portfolio second.

As a senior in my \_\_\_\_\_\_ class, we were assigned a \_\_\_\_\_\_\_\_\_\_\_\_\_ project in which we were supposed to create a \_\_\_\_\_\_\_\_\_\_\_\_\_. My teacher graded us on \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. For each of these areas, I received a score of \_\_\_\_\_\_\_\_\_. My teachers comments included “I am able to show \_\_\_\_\_\_\_”, “I have strong \_\_\_\_\_\_\_\_\_\_\_ skills” and “\_\_\_\_\_\_\_\_\_\_\_ work”. I have put (The actual project, the grade rubric, the teacher evaluation or other example) into my portfolio third.

\*\* If needed, copy and paste the last paragraph to add more examples (up to 10)