

A Scorecard on Written Communication Skills

- Can you clearly explain the importance of written communication in business? (5 points)
- Do you understand the five key advantages it offers, like clarity and record-keeping? (5 points)
- Can you differentiate between the four main forms of written communication (emails, formal documents, letters, social media)? (5 points)
- Are you familiar with the seven elements of effective writing, like clarity, conciseness, and audience awareness? (5 points)
- Do you feel confident defining your purpose before writing, ensuring a focused message? (5 points)
- Can you craft a strong opening sentence that grabs the reader's attention? (5 points)
- Are you comfortable structuring your writing logically, using headings and bullet points for easy navigation? (5 points)
- Do you understand the power of active voice and can identify areas to strengthen your writing with it? (5 points)
- Have you incorporated proofreading strategies to eliminate typos and grammatical errors? (5 points)
- Do you have strategies to combat writer's block, like brainstorming or taking breaks? (5 points)
- Can you adjust your tone based on the audience, maintaining professionalism while adapting to different contexts? (5 points)
- Do you feel equipped to handle delivering bad news with clarity, empathy, and a focus on solutions? (5 points)
- Are you aware of the importance of continuous practice and actively seeking feedback on your writing? (5 points)

- Do you feel motivated to explore different writing styles and genres to improve your skills? (5 points)
- Are you open to participating in online writing communities or seeking feedback from mentors to elevate your communication? (5 points)
- Do you see the value in consistent writing practice, whether through blogging, journaling, or other creative outlets? (5 points)
- Do you feel empowered to take action and improve your written communication skills? (5 points)