

Professional Communication Milestone

Sub-Competencies	Novice Learner 1	Intermediate Learner 2	Competent Learner 3	Exceptional Learner 4
Purposeful. The communicator is purposeful in identifying specific goals for the communication and in choosing and competently using a medium/platform(s), and effecting a tone and behaviors, best suited to achieving the goal(s). Additionally, the communicator is attentive and responsive to recipients, adapting medium, tone, behaviors, and content to most effectively and appropriately engage and exchange with recipients.	The communicator is rarely purposeful.	The communicator is sometimes purposeful.	The communicator is usually purposeful.	The communicator is consistently purposeful.
Clear. The communicator is clear , choosing words, construction, and concepts precisely, and organizing them concisely, to most effectively convey the information intended without wordiness or redundancy, and using words and concepts that are likely to be understandable to reasonably foreseen recipient(s).	The communicator is rarely clear.	The communicator is sometimes clear.	The communicator is usually clear.	The communicator is consistently clear.
Accurate. The communicator is accurate , exchanging information with attentiveness to detail and with an ethical honesty that is error free and implements best practices in format and structure for communicating on the chosen medium/platform.	The communicator is rarely accurate.	The communicator is sometimes accurate.	The communicator is usually accurate.	The communicator is consistently accurate.
Aware. The communicator is aware , exercising good judgment and making deliberate choices in content, form, and delivery that aim to be without bias, prejudice or assumptions, and demonstrate awareness of and respect for the relationship between the communicator and recipient, the personal, cultural, and professional identity of the recipient, and the conventions and expectations of the applicable organization/ industry/ employer/ school/ recipient.	The communicator is rarely aware.	The communicator is sometimes aware.	The communicator is usually aware.	The communicator is consistently aware.