



Essential Skill 1: Communicate effectively

Graduates will communicate effectively by listening, weighing influencing factors, and responding accurately and professionally. They will express their thoughts coherently in writing, orally, and in formal presentations.

Benchmark College entry	Milestone End of 2 years of college	Capstone Bachelor's degree completion
Asks questions to clarify understanding.	Gives focused attention to others, asks clarifying questions, and shows awareness of non-verbal signals.	Facilitates conversation by using active listening techniques and non-verbal signals.
Expresses thoughts and ideas through writing.	Writes formally and informally using logical structure, complete sentences, standard grammar and correct punctuation.	Tailors written communication to the audience and situation, such as using professional vocabulary and tone and a logically organized structure that is suited to the context and purpose.
Shares content through one-on-one and small group conversations.	Engages in formal conversations with peers and professionals by offering information and ideas.	Prepares, structures, and delivers an oral presentation in a professional setting.