

## Your communication preferences

You will need to rate yourself from 1 to 5, where 1 is an area for improvement and 5 is a strength.

1. **Presenting:** You have just been asked by your manager to present a new project at a tech conference in front of 250 people. If you were tasked with this presentation, how would you feel on a scale from 1 to 5?

1	2	3	4	5
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What would you do to prepare and ensure that you're at a 5 or closer to a 5 in advance of presenting?

Answer: \_\_\_\_\_

2. **Video chat:** You are managing a remote graphic designer and have to arrange a video call to talk through issues with the work he has designed. How do you feel on a scale from 1-5?

1	2	3	4	5
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What would you do to prepare and ensure that you're at a 5 or closer to a 5 in advance of having the video call?

Answer: \_\_\_\_\_

3. **Slack:** Part of your role is to post an update on your team's work on the company's slack channel. You need to make this interesting, relevant and accessible to anyone in the business. When you post your name is shown so this is a social internal engagement. How do you feel on a scale from 1-5?

1	2	3	4	5
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What would you do to prepare and ensure that you're at a 5 or closer to a 5 in advance of posting?

Answer: \_\_\_\_\_

4. **Email:** You've just had a meeting with a new client for your business. You have to follow up with an email detailing everything discussed and agreed to in the meeting, with a clear outline of the next steps to be taken. This has to be a detailed yet concise email, with a friendly tone. You will also need to allocate tasks to the right people. How do you feel from 1-5?

1	2	3	4	5
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What would you do to prepare and ensure that you're at a 5 or closer to a 5 in advance of posting?

Answer: \_\_\_\_\_

5. **Face-to-face:** You've been nominated to lead your monthly company team meeting. You're the master of ceremonies; introducing everyone, keeping time and ensuring all of the key topics are shared. How do you feel from 1-5?

1	2	3	4	5
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What would you do to prepare and ensure that you're at a 5 or closer to a 5 in advance of posting?

Answer: \_\_\_\_\_

6. **Social media:** You manage social media for the small startup you've joined. As a business to consumer (B2C) company (), your social media outreach is critical to the success of the product. Today you need to post an striking image of the product with a short inspiring narrative below it. How do you feel from 1-5?

1	2	3	4	5
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What would you do to prepare and ensure that you're at a 5 or closer to a 5 in advance of posting?

Answer: \_\_\_\_\_