



Communication & Cultural Awareness Checklist

I am able to...	Yes	No	I would like to learn or practice this skill
Actively listen			
Paraphrase what I heard			
Make eye contact during discussions			
Confidently and directly respond to questions			
Ask questions for clarification			
Introduce a new topic to discuss			
Receive feedback			
Give feedback			
Express negative thoughts and emotions in a respectful manner			
Understand Canadian body language			
Introduce myself in professional business settings, including shaking hands			
Participate in 'back and forth' conversation, without monopolizing (speaking about 15 seconds per time)			
Initiate 'small talk' i.e. about the weather, sporting events or other common interest topics			
Use clear language			
Be assertive			
Understand Canadian slang and idioms			
Understand financial slang and idioms			
Recognize when humor is being used in conversation			
Recognize when sarcasm is being used in conversation			
Say 'no' or define my personal boundaries when I do not feel comfortable with something or when asked for personal information			
Explain my professional background during networking opportunities			
Feel confident contributing my personal opinions to discussions			
Think critically about information provided to me from peers, professionals and advertisements			
Follow through on what I have agreed upon verbally or in writing i.e. arrive at meetings on time			