**Effective Communicator**

What does this actually mean?

* Presenting clearly
* Conveying ideas effectively
* Good listener
* Absorb information
* Able to use different methods to get message across
* Covers verbal, written, auditory, visual, graphical and technological methods of communication

You will develop these skills in many ways in all aspects of your life, for example:

**Academic related**

* Delivering individual or team-based presentations.
* Working in or leading a study/project group.
* Writing up projects/long essays/dissertations.
* Student representation (course rep, open day ambassador, society executive committee member).

**Extra-curricular**

* Taking part in the Debating Society or similar.
* Joining the Drama Society or other amateur dramatics group to develop confidence and project/articulation skills.
* Helping/mentoring other students with their studies.
* Taking part in widening participation activities, by talking to school students interested in pursuing university study.
* Getting involved in your Hall of Residence social committee.
* Joining an international society to gain experience of communicating with people from a range of backgrounds and cultures.
* Working in Student Union media.
* Caring/ mentoring responsibilities.
* Writing and editing articles for the student magazine.
* Writing a professional profile for LinkedIn.
* Coleg Cymraeg positions.
* Science Fair Assistants.
* Summer School Assistants.
* Conference attendance.
* Parliamentary Placement Scheme.
* Postgraduate Association.
* Signpost mentors.
* Undertaking positions of responsibility in clubs / societies / committees.
* Writing reports and/or minutes for committees
* Developing an “elevator pitch” for a business/social enterprise.

**Work experience/volunteering**

* Doing customer focused work experience where communication skills are vital, e.g. call centre, retail or service sector work involving client/customer contact.
* Getting industry related experience that requires you to produce and report on written documents/information.
* Working with children to develop the ability to tailor communication to an audience in an engaging way.
* Volunteering to work with people of differing communication abilities.
* Registering for employer led skills seminars covering topics such as networking, negotiation and report writing.
* Producing things in multimedia formats to cater for differing communication abilities.
* Supervisory / team leader roles in previous jobs.
* Previous jobs working as part of a team.

**Other**

* Signing up for a presentation skills sessions with careers.
* Booking a practice interview with a Careers Consultant.
* Attending careers workshops on a range of job search topics such as
	+ Performing well at interview
	+ Writing effective application forms
	+ Writing winning CVs
* Seeking feedback from people you have communicated with/presented to.
* Attending an on campus employer assessment centre event.
* Journal writing.
* Website development.
* Magazine/newsletter.
* Campaigning.
* Producing publicity materials.