

Campus Communication Readiness Checklist

Diagnose student needs, plan high-practice training and review evidence that placement teams can use.

1

Five-pillar readiness scorecard

2

Scenario and programme design checklist

3

Pilot rollout and cohort review plan



FOR COLLEGES AND PLACEMENT TEAMS

Practise. Reflect. Speak with confidence.

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Score five communication pillars

Use 1 for an urgent gap and 5 for consistent cohort readiness.

1

Clarity

Students structure complete answers and explain technical ideas simply. Score: 1 2 3 4 5

2

Confidence

Students begin speaking, continue under pressure and recover from mistakes. Score: 1 2 3 4 5

3

Interaction

Students listen, respond, ask questions and participate in group conversations. Score: 1 2 3 4 5

4

Professional expression

Students adapt language and tone for interviews, presentations and work. Score: 1 2 3 4 5

5

Adaptability

Students handle follow-up questions without returning to memorised scripts. Score: 1 2 3 4 5

Where does confidence break down?

Observe performance in real campus and placement conversations.

☐	60-second self-introduction	Strong Developing Priority
☐	Two-minute project explanation	Strong Developing Priority
☐	Group discussion entry and response	Strong Developing Priority
☐	HR interview story with follow-up	Strong Developing Priority
☐	Seminar or project presentation	Strong Developing Priority
☐	Professional update, question or email	Strong Developing Priority

Cohort evidence to collect

- ☐ Common pause or hesitation triggers
- ☐ Examples of unclear answer structure
- ☐ Participation pattern: who speaks and who stays silent
- ☐ Follow-up questions that cause difficulty
- ☐ Priority departments, year groups or placement scenarios

Build a high-practice learning loop

A useful session gives every learner a reason and a safe opportunity to speak.

01

Diagnose

Name the situation and the behaviour that needs improvement.

02

Model

Show one clear structure and a realistic example.

03

Practise

Use pairs, triads and timed roles so every learner speaks.

04

Feedback

Give one strength and one focused next step.

05

Repeat

Run the same skill with a fresh prompt and greater independence.

Report progress responsibly

Track behaviours the programme actually practises and observes.

Before

- ☐ Baseline scenario completion
- ☐ Self-reported confidence
- ☐ Priority learner goals
- ☐ Common cohort gaps

During

- ☐ Attendance and participation
- ☐ Practice repetitions
- ☐ Common feedback themes
- ☐ Learner reflection

After

- ☐ Final scenario completion
- ☐ Observed clarity and interaction
- ☐ Cohort strengths and gaps
- ☐ Next-practice recommendation

Responsible outcome statement

Describe improvements in observable communication behaviours. Avoid claiming that a short programme guarantees employment, fluency or a specific placement result.

From campus need to cohort insight

Start focused, review evidence and improve before wider rollout.

1

WEEK 0

Discover

Cohort profile, placement calendar and baseline.

2

WEEK 1

Design

Outcomes, scenarios, schedule and reporting.

3

WEEKS 2-5

Deliver

Mentor-led practice with learner participation.

4

WEEK 6

Review

Final scenario, cohort insight and next steps.

NEXT STEP

Plan the right campus programme

Use this final checklist before requesting a proposal or presentation.

- ☐ Priority cohort and expected participant count are clear.
- ☐ Placement or academic calendar is available.
- ☐ Three communication outcomes are agreed.
- ☐ Preferred delivery format and duration are identified.
- ☐ Faculty or placement-team coordinator is nominated.
- ☐ Baseline and cohort reporting expectations are discussed.
- ☐ Student participation time is protected in the schedule.

Invite Unmute Pro to your institution

Request a practical campus presentation, workshop or cohort programme focused on confidence, interviews, group discussions, presentations and first-job communication.



REQUEST A CAMPUS PRESENTATION