

## Communication Self-Assessment

We all communicate in a variety of ways with the intent of making our thoughts and feelings understood. The following test will provide you with some insight as to how well you communicate. The answers that you provide will give you some insight into areas of communication that need improvement or that can be perfected.

Instructions: Answer the following 20 questions honestly, placing a check mark in the box that best represents you. Think about how you communicate in two different but specific situations such as with a family member, a friend, a colleague, or teacher. Also consider how other people would rate you on this scale. This will give you an accurate picture of how you communicate in multiple situations.

There is no right or wrong answer in this assessment.

Understanding	Almost never true	Sometimes true	Often true	Almost always true
I explain my ideas clearly.				
When someone is talking, I can easily see his or her point of view.				
Even if I disagree, I can understand the opinion of another person.				
I am often misunderstood.				
I try to clarify if someone does not understand what I am saying.				
I ask for clarification when I do not understand something.				

Listening	Almost never true	Sometimes true	Often true	Almost always true
I am comfortable listening to the feelings of others.				
When I am speaking with someone, I am attentive to his or her body language.				
When conversing with someone, I can detect how the person is feeling.				

<b>Listening</b>	<b>Almost never true</b>	<b>Sometimes true</b>	<b>Often true</b>	<b>Almost always true</b>
I think it is okay to interrupt someone if I have an important point to make.				
When I know what someone is saying, I finish his or her sentences.				
When I am disinterested in a conversation, I tune out what the other person is saying.				

<b>Conflict Resolution</b>	<b>Almost never true</b>	<b>Sometimes true</b>	<b>Often true</b>	<b>Almost always true</b>
When I am angry, I admit it.				
When I am in a conflict, I look for ways to resolve the situation.				
I am able to resolve conflict without losing control of my emotions.				
I believe that open and honest communication can resolve most disagreements.				

<b>Self-Expression</b>	<b>Almost never true</b>	<b>Sometimes true</b>	<b>Often true</b>	<b>Almost always true</b>
I express my opinions even if others do not share them.				
I am comfortable speaking about my own feelings.				
When I feel intimidated, I do not contribute to the conversation.				
I am aware of how my body language influences the way I communicate with others.				

Answer the following questions about the four categories of communication based on your responses in the self-assessment

1. Of the four categories, understanding, listening, conflict resolution, and self-expression, which one do you think is your strength?

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2. Why do you feel this is a strength of yours? Provide an example of when you communicated effectively in this way.

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3. What are the things you can do to develop these skills?

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