

Communication Skills Self-Assessment

Please rate yourself on a scale from 1 to 5 to the extent that you think you do the following when communicating:

<i>About</i> ↓ <i>I am</i> →	5	4	3	2	1
	High		Average		Low
1. Presenting information as it is, not as you want it to be	5	4	3	2	1
2. Sending your message directly to the person it is intended for	5	4	3	2	1
3. Being succinct with your words	5	4	3	2	1
4. Staying with the topic when the conversation becomes difficult	5	4	3	2	1
5. Speaking to the person not their position	5	4	3	2	1
6. Acknowledging that your information may be hard to hear	5	4	3	2	1
7. Not comparing yourself to others to determine who is smarter, better or more competent	5	4	3	2	1
8. Really listening to what the other person is saying and not trying to figure out what they are thinking or feeling	5	4	3	2	1
9. Focusing on listening rather than what will be said next	5	4	3	2	1
10. Hearing the whole story before making a decision about something or someone	5	4	3	2	1
11. Hearing criticism without getting defensive	5	4	3	2	1
Subtotal of each column					
Grand Total Score					

41-55, High: You are an excellent communicator! Keep up the good work.

20-40, Mid-Range: Pretty good. Try improving upon those lower-scoring items.

0-19, Low: Uh-oh! Looks like your [interpersonal communication skills](#) could use some work.

Consider a 1-on-1 coaching session with our expert, [Karen Holmes!](#)