

Communication Skills Self-Assessment

		Not at all	Rarely	Some times	Often	Very Often
1	I try to anticipate and predict possible causes of confusion, and I deal with them up front.					
2	When I write a memo, email, or other document, I give all of the background information and detail I can to make sure that my message is understood.					
3	If I don't understand something, I tend to keep this to myself and figure it out later.					
4	I'm sometimes surprised to find that people haven't understood what I've said.					
5	I can tend to say what I think, without worrying about how the other person perceives it. I assume that we'll be able to work it out later.					
6	When people talk to me, I try to see their perspectives.					
7	I use email to communicate complex issues with people. It's quick and efficient.					
8	When I finish writing a report, memo, or email, I scan it quickly for typos and so forth, and then send it off right away.					
9	When talking to people, I pay attention to their body language.					
10	I use diagrams and charts to help express my ideas.					
11	Before I communicate, I think about what the person needs to know, and how best to convey it.					
12	When someone's talking to me, I think about what I'm going to say next to make sure I get my point across correctly.					
13	Before I send a message, I think about the best way to communicate it (in person, over the phone, in a newsletter, via memo, and so on).					
14	I try to help people understand the underlying concepts behind the point I am discussing. This reduces misconceptions and increases understanding.					
15	I consider cultural barriers when planning my communications.					