



Communicating Self-Assessment

The following exercise will provide you with insight as to how effectively you communicate in several important areas. It can also be used to understand the communicating skills of the people in your life.

Use the following rating system to determine how often you engage in each of the activities outlined below.

1 Never 2 Seldom 3 Sometimes 4 Often 5 Always

1. ___ Pay attention and make an effort to understand when others are talking.
2. ___ Initiate conversations.
3. ___ Talk to others about subjects of common interest.
4. ___ Ask questions.
5. ___ Say thank you.
6. ___ Try to meet other people.
7. ___ Help others become acquainted.
8. ___ Compliment others.
9. ___ Ask for help.
10. ___ Try to become part of ongoing activities.
11. ___ Give clear instructions to others.
12. ___ Apologize after doing something wrong.
13. ___ Express how I feel.
14. ___ Try to understand how others are feeling.

Notice your areas of strength and any areas you may want to improve.