Communication skills: self-evaluation questionnaire

Rate the statements below from 1 to 4.

(1=completely disagree; 2=disagree; 3=agree; 4=completely agree).

These statements are phrased for self-evaluation but this evaluation can also be completed by trusted friends/colleagues to see how they perceive your communication skills: in which case ‘I’ = ‘he/she’.

In the comments section you may consider how you might respond differently when interacting with different groups e.g. friends, work/education colleagues, family.

|  | **Rating**  | **Comments** |
| --- | --- | --- |
| 1. Generally I make spoken contributions which are succinct and clear.  |  |  |
| 2. I try to seek information at least as much as I give information. |  |  |
| 3. I check understanding whenever I do not fully understand something or feel that others don't. |  |  |
| 4. When I am communicating I respond to the emotional make up of others and their needs. |  |  |
| 5. When others are speaking, I try to be attentive, interested and enthusiastic. |  |  |
| 6. I summarise regularly, especially during involved conversations. |  |  |
| 7. When appropriate, I display positive body language (e.g. smiling, nodding, and leaning forward). |  |  |
| 8. I see building strong relationships as one of my top priorities. |  |  |
| 9. Overall, I would say that I am an effective communicator. |  |  |