

A COMMUNICATION SKILL SURVEY

Instructions: Read each statement and assign a value that best describes your attitudes and behaviors according to the following key: 5) strongly agree 4) slightly agree 3) not sure 2) slightly disagree 1) strongly disagree

1. When responding, I try to use specific details or examples _____
2. I tend to talk more than others _____
3. If the other person seems not to understand me, I try to speak more slowly and more distinctly _____
4. I tend to forget that some words have many meanings _____
5. When I give feedback, I respond to the facts and keep feelings out of it _____
6. I am not embarrassed by periods of silence when I am talking to someone _____
7. I concentrate hard to avoid distracting nonverbal cues _____
8. Listening and hearing are the same thing _____
9. I make sure the person wants feedback before I give it _____
10. I avoid saying, "Good", "Go On", etc. while the other person is talking _____
11. I try to delay giving feedback so I can have more time to think it through _____
12. I enjoy using slang and quaint local expressions _____
13. My feedback focuses on how the other person can use my ideas _____
14. Body language is important for speakers, not listeners _____
15. I use technical jargon only when talking to experts _____
16. When someone is wrong, I make sure he knows it _____
17. I try to express my ideas in general, overall terms _____
18. When I am listening, I try not to evaluate _____

<u>Feedback Skill</u>	<u>Listening Skill</u>	<u>Articulation Skill</u>
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|-----------|-----------|-----------|
| 1. _____ | 2. _____ | 3. _____ |
| 5. _____ | 6. _____ | 4. _____ |
| 9. _____ | 8. _____ | 7. _____ |
| 11. _____ | 10. _____ | 12. _____ |
| 13. _____ | 14. _____ | 15. _____ |
| 16. _____ | 18. _____ | 17. _____ |

Totals _____ + _____ + _____ = _____