

Self-Assessment Communication Survey

The purpose of this survey is to determine your vulnerability to being a source of communication failure. Answer the questions as honestly as possible. Respond as how you see yourself today as a communicator.

Indicate how frequently you engage in the following behaviors when communicating with another person or other people.

Use this scale to describe your behavior.

- 4 – I constantly do this
- 3 – I frequently do this
- 2 – I occasionally do this
- 1 – I infrequently do this
- 0 – I at no time do this

- _____ 1. When I share something with my friends, I am open and honest about what I am sharing.
- _____ 2. I think before I speak because I am aware of how words may not mean the same thing to other people that they do to me.
- _____ 3. I understand that sometimes the message the other person is sending may not be the same one I am receiving.
- _____ 4. Before I communicate, verbally or nonverbally, I fully understand who my receiver is and how my message might affect his or her reception of my message.
- _____ 5. As I communicate to someone, I am looking for cues that my message is being perceived as I intend it to be received.
- _____ 6. I make my messages as precise and to the point as possible.
- _____ 7. I use jargon with those who may not understand it.
- _____ 8. I deliberately avoid the use of slang words and idioms with those who may be offended by them.
- _____ 9. I try not to use words that might cause an emotional response that may distress or confuse the receiver of my message.

- _____ 10. I recognize that how I say something is just as important as what I say.
- _____ 11. I examine my communication intellect to determine what nonverbal messages I send and how well they imitate the meaning I wish to get across.
- _____ 12. I carefully consider the method of delivery for my message: a face-to-face meeting, over the telephone or in writing. Which would be best understood by my receiver?
- _____ 13. I form opinions about what others say to me based on what I hear them saying rather than what I think of them as a person.
- _____ 14. I make an honest effort to listen to ideas with which I don't agree.
- _____ 15. I look for ways to expand my listening skills.

TOTAL SCORE

Analyze Survey Results

Find your score on the following table.

Score	Explanations
50 – 60	Were you totally honest? If so, you are an exceptionally effective communicator who almost never lends himself or herself to misunderstanding.
40 – 49	You are an effective communicator who only occasionally causes communication failure. The goal of this survey is to move you up to this level.
30 – 39	You are an above average communicator with intermittent gaps. You cause some misunderstandings but less than your share.
20 – 29	Many people (at least those who are honest) fall into this category. While things could be worse, there is much room for perfection in your communication grace. The goal of this survey is to move you to a higher category.
10 – 19	You are a frequent source of communication difficulties. Work on communication exercises and consider how they impact you personally.
Less Than 9	Your honesty is admirable, but it will take more than honesty to improve your communication effectiveness. Consider talking to the Speech teacher for pointers!