

# RATE YOUR COMMUNICATION SKILLS\*



## A Self-Appraisal

Use the following rating scale to rate your communication attitudes/behaviors:

*1-rarely 2-occasionally 3-somewhat frequently 4-frequently 5-regularly or usually*

- \_\_\_\_\_ 1. I understand that my frame of reference is not necessarily that of the receiver of my message.
- \_\_\_\_\_ 2. I recognize that the receiver may interpret a message differently because of his/her attitudes, values, experience, needs, etc.
- \_\_\_\_\_ 3. I recognize that the meaning of a message is in the receiver not in the message.
- \_\_\_\_\_ 4. I accept responsibility for a message of mine that is misinterpreted by the receiver.
- \_\_\_\_\_ 5. When listening to someone else, I try to "tune in" for feelings as well as facts.
- \_\_\_\_\_ 6. I recognize when I am communicating a fact, an assumption, or a value judgment.
- \_\_\_\_\_ 7. I pay attention to the body language of those communicating to me.
- \_\_\_\_\_ 8. I use full eye contact when communicating with others.
- \_\_\_\_\_ 9. I recognize my status as a supervisor/manager may inhibit communication with me.

Any questions you rated 3 or lower you might want to review again and see how you can improve in this area.

\*This is an excerpt from Patrick's upcoming book and training program, "Communicating with IMPACT".

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