Communication skills: self-evaluation questionnaire 1 (personal use)

Rate the statements below from 1 to 4.

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

The statements should be interpreted twice: in column A in relation to working with customers/participants/their family and column B in relation to working with colleagues as co-workers.

|  | **A****With customers****/participants/ their family** | **B****With** **work colleagues** | **Any comments** |
| --- | --- | --- | --- |
| 1. Generally I make spoken contributions which are brief and clearly expressed.  |  |  |  |
| 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 working relationships as one of my top priorities. |  |  |  |
| 9. Overall, I would say that I am an effective communicator. |  |  |  |