



HTC
CONSULTING

**Communication Skills
Self-Assessment Inventory**

Communication Skills – Self Assessment Inventory

Communication Skills – Self Assessment					
Statements	<i>Please tick the box under the score which you feel best describes you</i>				
	<i>Exactly Like me</i>	<i>Very like me</i>	<i>Somewhat like me</i>	<i>A little like me</i>	<i>Not like me at all</i>
	5	4	3	2	1
1. I am open minded and am willing to change my viewpoint based on the valid opinion of others					
2. I prepare for all communications and think things through before I speak					
3. I always tailor my message to suit the person(s) I am talking to					
4. I find it easy to listen to what other people have to say without interrupting					
5. I am good at making eye contact with people when I am talking to them					
6. I am not intimidated by situations where I must communicate with difficult employees					
7. I am confident when I talk to people and speak clearly without mumbling					
8. I am good at getting my point across in a clear, concise manner without waffling					
9. I find it easy to concentrate on what others are saying and don't lose my focus					
10. I don't start planning my response whilst the other person is talking					
11. I don't think that my opinion is the most important in the room					
12. I only speak up if I have something valuable to contribute to the conversation and I avoid talking just for the sake of it					
13. I make a conscious effort to match my body language to the message I want to convey					
14. I am good at reading the body language of others					
15. I can keep my cool when talking to other people even if I feel angry about what they say					
16. When other people in the group are quiet, I encourage them to contribute					
17. I don't shout and point at people when we have a heated conversation					
18. When group discussions get heated, I am good at keeping everyone calm and on the point					
19. I feel comfortable holding meetings					
20. I am good at summarising the key points of conversations which I have with people					
Column Score (number of ticks x rating)					
Overall Total (five column scores added)					
<i>Result:</i>					
76 -100 : You seem to have good communication skills					
51 – 75 : There is a good foundation there					
26 – 50: You have a lot of work to do to develop your communication skills					
0 – 25: Did you score it correctly?					
On a separate sheet of paper, summarise your strengths and areas for improvement with regard to your ability to communicate. Look particularly at your lower scoring answers and this will give you some indication as to what aspects of communication you need to focus on.					