# Communication Self-Assessment

## Instructions

Place a mark next to each of the following statements that apply to you.

## Less Desirable Communication Strategies

Do you:

Tune people out when they say something you disagree with or don’t want to hear?

Assume you know what the speaker is going to say and stop listening?

Form a rebuttal in your head while the speaker is talking?

Daydream while the speaker is talking?

Spend most of the time talking about yourself?

Share details about your life that others might think you’re oversharing?

Change the topic from the other person’s topic so you can do the talking, even if it has nothing to do with what they were talking about?

## Beneficial Communication Strategies

Do you:

Listen for main ideas, not just facts?

Focus on the speaker’s message rather than how they look?

Think about how the other person might react to what you say?

Listen to the speaker without judging or criticizing them?

Concentrate on what is being said even if you are not really interested?

Repeat, in your own words, what the speaker has just said?

Listen to the other person’s viewpoint, even if it differs from yours?

Learn something from each person you meet, even if it is something small?

Find out what words mean with follow-up questions when they are used in ways you don’t know?

Ask the speaker follow-up questions?