# 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?