



THE SIGNIFICANT EDGE

Your Unfair Competitive Advantage

COMMUNICATION ASSESMENT WORKSHEET

Please mark below on a scale of 1-5 on how well the statement describes you. One (1) being Strongly Disagree and Five (5) being Strongly Agree. Be honest its for your benefit!

Statement	Strongly Disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly Agree (5)
I try to anticipate and predict possible causes of confusion, and I deal with them up front.	1	2	3	4	5
When I write a memo, email, or other document, I give all of the background information and detail I can to make sure that my message is understood.	1	2	3	4	5
If I don't understand something, I tend to keep this to myself and figure it out later.	1	2	3	4	5
I'm surprised to find that people haven't understood what I've said.	1	2	3	4	5
I can tend to say what I think, without worrying about how the other person perceives it. I assume that we'll be able to work it out later.	1	2	3	4	5
When people talk to me, I try to see their perspectives.	1	2	3	4	5
I use email to communicate complex issues with people. It's quick and efficient.	1	2	3	4	5
Continue....					



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When I finish writing a report, memo, or email, I scan it quickly for typos and so forth, and then send it off right away.	1	2	3	4	5
When talking to people, I pay attention to their body language.	1	2	3	4	5
I use diagrams and charts to help express my ideas.	1	2	3	4	5
Before I communicate, I think about what the person needs to know, and how best to convey it.	1	2	3	4	5
When someone's talking to me, I think about what I'm going to say next to make sure I get my point across correctly.	1	2	3	4	5
Before I send a message, I think about the best way to communicate it (in person, over the phone, in a newsletter, via memo, and so on).	1	2	3	4	5
I try to help people understand the underlying concepts behind the point I am discussing. This reduces misconceptions and increases understanding.	1	2	3	4	5
I consider cultural barriers when planning my communications.	1	2	3	4	5
SCORE:					



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SCORE	COMMENTS
15-35	<p>You need to keep working on your communication skills. You are not expressing yourself clearly and you may not be receiving messages correctly, either. The good news is that, by paying close attention to the way in which you communicate, you can improve your effectiveness at work and enjoy better working relationships with your colleagues! The rest of this article will direct you to some great tools for improving your communication skills.</p>
36-55	<p>You're a capable communicator, but you sometimes experience communication problems. Take the time to think about your approach to communication, and focus on receiving messages effectively, as much as sending them. This will help to improve your ability to communicate.</p>
56-75	<p>Excellent! You understand your role as a communicator, both when you send messages and when you receive them. You anticipate problems, and you choose the right channel to communicate. People respect you for your ability to communicate clearly and they appreciate your listening skills.</p>