

How Good Are Your Communication Skills?



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Find How Good Your Communication Skills Really Are

If you want to be an expert communicator, you need to be effective at all points in the communication process – from "sender" through to "receiver" – and you must be comfortable with the different channels of communication – face to face, online, written, and so on. This is because poor communicators often struggle to develop their careers beyond a certain point.

This test will help you discover assess your communication skill. **Please rate all the items below on a scale of 1-5, 1 being least likely and 5 being most likely.** Please choose one number and do not right a decimal such as 3.5. Select the answer that best represents your feelings, thoughts, and actions at this point of time (and not how you would want it to be in future). After completion, **Add the sum of your responses to arrive at your total score.**



Statement

Response

1.	I try to anticipate and predict possible causes of confusion, and I deal with them up front	
2.	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	
3.	If I don't understand something, I tend to keep this to myself and figure it out later	
4.	I am surprised to find that people haven't understood what I've said	
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	
6.	When people talk to me, I try to see their perspectives	
7.	I use email to communicate complex issues with people. It's quick and efficient	
8.	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	



9.	When talking to people, I pay attention to their body language	
10.	I use diagrams and charts to help express my ideas	
11.	Before I communicate, I think about what the person needs to know, and how best to convey it	
12.	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	
13.	Before I send a message, I think about what is the best way to communicate it (in person, over the phone, in a newsletter, via a memo, and so on)	
14.	I try to help people understand the underlying concepts behind the point I am discussing. This reduces misconceptions and increases understanding	
15.	I consider cultural barriers when planning my communications	





Score Key

Total Score 60-75: You are an Excellent Communicator

You are an authentic, honest and open communicator. People find you interesting, engaging and approachable. You listen actively, attentively and with understanding. You use appropriate body language and facial expressions, maintain good eye contact, and show empathy. You return calls, reply to email, and respond to posts promptly, politely, and helpfully

Tips to Further Enhance Your Communication Skills:

- More judicious use of written vs oral mode of communication
- Use more power words in your communication

Total Score 35-59: You are a Decent Communicator

You use language carefully, correctly, and clearly. You also speak and write appropriately, thoroughly, and in a timely manner. You can be verbose and unstructured in your communication and tend to get impatient while listening to other people.

Tips to Enhance Your Communication Skills:

- Avoid buzzwords, confusing jargon, and corporate-speak
- Speak and write coherently, concisely, and compellingly
- Use appropriate body language and facial expressions, maintain good eye contact, and show empathy

Total Score 15-34: You are a Poor Communicator

You tend to focus on yourself while communicating with others and hence create barriers to communication. You interrupt others while speaking and tend to avoid eye contact. You tend to be distracted while speaking to others and often multitask while listening or speaking. You appear unengaged and have a negative body language.

Tips to Enhance Your Communication Skills:

- Listen actively, attentively, and with understanding
- Use appropriate body language, maintain good eye contact and show empathy
- Speak and write appropriately, thoroughly, and in a timely manner





Want to Speak Your Mind with Confidence and Communicate with Influence?

Do you find yourself keeping quiet in meetings even when you have points to speak?

Do you want to **use words to impress and not just express??** Do you want to **create an impact** when you speak?

Want to get better at **presentations and public speaking?**

Empower Yourself!

Click on the button below for a complimentary strategy consultation with me so I can enable you to figure out how to **COMMUNICATE WITH INFLUENCE** so that you emerge as a leader faster than envisaged!

[I Want to Meet Smita](#)



About Smita D Jain

Smita D Jain is a certified Personal Empowerment Life Coach, Executive Coach and Neuro-linguistic Coach Practitioner, empowering introverted executives like you to speak their minds with confidence and communicate with influence so that they emerge leaders faster than envisaged.

An SRCC and IIM Indore Alumna with 14+ years of corporate journey advising Indian and Global clients in their business strategies and transformation, Smita knows that you need more than strategies to succeed. Through her 'Empower Yourself' Performance Enhancement Programs, Smita has empowered numerous individuals speak with power and communicate with authority.

Smita is a TEDx speaker, an expert speaker on various platforms, corporate conferences and OTT channels. She was amongst the Top 10 trending expert speakers at SpeakIn in 2021 and appeared in the expert speaker panel of Credent TV. Smita has also been featured in leading newspapers like 'The Pioneer' and 'The Daily Guardian' and digital magazines like 'Authority' and 'Brilliant Read'.

You can book a Complimentary Strategy Session with Smita at <https://www.lifecoachsmidajain.com/bookings>. For a Free Subscription to Empower Yourself Newsletter, visit <https://www.lifecoachsmidajain.com/>

