

Business Communication Skills Self-Assessment

Read the statements below and rate your perception of your communication skills.

| How often does this describe me during a conversation/communication? | | Usually | Sometimes | Seldom |
|--|---|---------|-----------|--------|
| Writing Skills | I know the parts of a proper email, memo, and business letter formatting. | | | |
| | I know the basic parts of formal or informal reports. | | | |
| | I can evaluate a document to determine if it might be successful. | | | |
| Reading Skills | I am familiar with specialized vocabulary in my field of work. | | | |
| | I am willing to look up the meanings of words or concepts I don't fully understand. | | | |
| | I can get the basic meaning of words I am unfamiliar with by using context clues in the text | | | |
| | I am comfortable reading a text in a variety of mediums (paper, tablet, computer screen, etc) | | | |
| Listening Skills | I do not react to distractions (phone, etc). | | | |
| | I listen to half of the conversation without taking it over. | | | |
| | I can provide proper verbal and nonverbal feedback (nodding). | | | |
| | I can summarize the speaker's ideas by paraphrasing and asking questions. | | | |
| Speaking Skills | I find it easy and comfortable to talk with friends. | | | |
| | I find it easy and comfortable to talk with coworkers | | | |
| | I am confident when giving a presentation to different audiences | | | |
| | I am confident in pronouncing and using words correctly | | | |