

Communication Skills Self-Assessment

Communication Skills	Yes, I have this skill	I need to work on this skill	I do not need this skill. Why?	How others see me
Reading and following directions				
Reading and understanding policies/memos				
Reading and understanding job ads				
Putting this in alphabetical order				
Comparing or cross-checking two lists				
Checking written material for mistakes				
Filling out forms				
Typing/Keyboarding				
Writing letters, memos, emails correctly				
Writing reports				
Speaking to people you do not know				
Speaking standard English				
Speaking other languages				
Taking notes while someone is talking				
Finding information (research / getting what you need from the Internet, library, etc.)				
Using a map (city, state, campus)				
Using a bus, train, plane schedule				

Communication Skills	Yes, I have this skill	I need to work on this skill	I do not need this skill. Why?	How others see me
Explaining procedures to other people				
Asking for help, clarification, assistance when needed				
Calling to order or schedule things (ordering food / supplies, etc.)				