

# EQUIP Unit 1: How Well Do You Communicate?

## Assessment – Communication

### Directions

Choose which level of agreement most closely aligns with your communication style.

		Strongly Agree 5	Agree 4	Sometimes 3	Disagree 2	Strongly Disagree 1	
1	I deliver clear messages to other people.						<b>Skill 1 Total</b>
2	I am able to present my ideas clearly.						
3	I pay attention to the other person's reactions while I am talking.						
4	I check to make sure people understand me.						
5	I ask questions when I don't understand.						<b>Skill 2 Total</b>
6	I wait to form my response until the other person is finished talking.						
7	I consider the other person's point of view while listening.						
8	I wait until they have finished explaining their point of view before I make a judgement.						
9	I rarely finish other peoples' sentences.						<b>Skill 3 Total</b>
10	I let others speak without interrupting them.						
11	I give the other person verbal and non-verbal feedback to show that I am paying attention.						
12	I listen respectfully, even when I disagree.						
13	I am good at reading non-verbal messages.						<b>Skill 4 Total</b>
14	My emotions generally match my words.						
15	I can detect the emotional moods of others.						
16	My body language reinforces my message.						
17	I frequently summarize what the other person says before I share my response.						<b>Skill 5 Total</b>
18	I am not afraid to express a differing opinion.						
19	If I need to, I will stand up for myself.						
20	I clearly express my point of view when responding.						
<b>Total Points</b>							

**Total Communication Score** = \_\_\_\_\_

## Assessment – Communication

- When you have finished the assessment, total your points from all five columns and add them to find your total score. Read the following chart to determine your current level of communication skills.

Total Score	Communication Skills
20 - 50	Your communication skills are still developing. Pay close attention to the strategies in this section to identify your listening blocks, improve your non-verbal communication, and develop active listening skills.
51 - 75	You are a competent communicator. You communicate well, though you sometimes run into problems. Reflect on your communication strengths and weaknesses. Use the following strategies to improve your skills.
76 - 100	You are a strong communicator! You deliver your message clearly, listen to the other person respectfully and objectively, and think about your responses and how they are received. People enjoy talking with you.

- Next, total the points for each of the five skills. Record them on the chart below to identify which are your strengths and which need to be developed more.

Questions	Specific Skill	Total Score
1 – 4	Delivery of your message	
5 – 8	Interpretation	
9 – 12	Manners	
13 – 16	Non-Verbals	
17 – 20	Response	

Which of these skills is your greatest strength? \_\_\_\_\_

Which of these skills needs the most work? \_\_\_\_\_