# 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 |  |  |  |