

Name _____ Period _____ Date _____

MY POSITIVE COMMUNICATION HABITS

Directions: Rate your personal communication habits with a number that most accurately indicates your style:

4 = Almost always 3 = Usually 2 = Sometimes 1 = Almost never

WHEN I TALK TO SOMEONE...

1. I get the feeling they understand me. _____
2. I express opinions as facts. _____
3. I'm not afraid to reveal my feelings. _____
4. I use positive statements in problem situations. _____
5. I watch for feedback from the other person. _____
6. I use examples to get my message across. _____
7. I use details to get my message across. _____
8. I use a different tone of voice to help me say what I mean. _____
9. I choose the right moment to raise an important issue. _____
10. I am conscious of my body language. _____

WHEN I LISTEN TO SOMEONE...

1. I listen only for facts. _____
2. I am attentive. _____
3. I do not get distracted easily. _____
4. I use eye contact during conversations. _____
5. I wait until the other person is finished speaking before I begin. _____
6. I ask questions if I'm not sure of the message. _____
7. I paraphrase complex messages. _____
8. I listen "between the lines" for the meaning. _____
9. I watch the speaker's body language. _____
10. I use body language to signal that I'm listening. _____

My score _____

ANALYSIS: If your score is between 60 and 80 = you're doing great!
 If your score is between 40 and 60 = you could try a little harder!
 If your score is below 40 = you really need to try harder!