



Assess your Speaking Skills

Take the following assessment to gauge your current skills in spoken communication and to identify specific areas to work on.

Assessment

Award each of the following statements a score

- | | |
|------------------|---|
| Very like me | 3 |
| Somewhat like me | 2 |
| Nothing like me | 1 |

1 In the workplace, I think before I speak.

2 I can converse easily in most situations.

3 I am able to speak clearly and with confidence.

4 I can get my messages across effectively.

5 I come across as my authentic self in workplace communication.

6 I am able to make conversation with colleagues at different levels of seniority.

7 I am comfortable making conversation with co-workers about non-work topics.

8 I ask questions to ensure I understand what others are saying to me.

9 I feel comfortable addressing a group of people at work.

10 I am aware of, and sensitive to, the expressions and reactions of my listeners.

11 When giving complex instructions, I summarise points to aid understanding.

12 What I say at work is rarely misunderstood by others.

13 I maintain good eye contact during conversations.

14 I avoid filler words such as 'umm' and 'like'.

Award each of the following statements a score

15 I am able to keep messages concise without rambling or waffling.

16 I know how to influence others by using persuasive language and storytelling.

17 I allow others to speak without interrupting them and do not monopolise discussions.

18 I am mindful of my vocal tone, pace, volume, cadence and inflection – and able to vary them.

19 I am able to make clear and concise contributions to meetings.

20 I feel confident making presentations and answering questions after them.

21 I minimise my use of jargon.

22 I am able to vary the style and complexity of my language according to my audience.

23 My speech follows a logical structure when I am presenting an argument.

24 I make an effort to be inclusive in my language and conversation.

25 I know how to give feedback in a constructive manner.

TOTAL SCORE

Now calculate your score out of a total of 75 points

Score of 25 to 42: Your oral communication may be letting you down. You should identify your weak areas and work on your skills.

Score of 43 to 59: You are a reasonable communicator, but there is room for improvement. Identify where you fall short and try to improve these skills.

Score of 60 to 75: You are an excellent communicator, but take this opportunity to reflect on your skills and take them to the next level.

