



## 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.

