

Communication Checklist

Name: _____

Directions: Read each prompt and assess your current communication skills. Place a check mark in the appropriate column. N = Never S = Sometimes A = Always

| Communication Skill | N | S | A |
|--|---|---|---|
| Do you determine the mood of others by looking at their non-verbal cues? | | | |
| Do you check your nonverbal messages? (e.g., facial expressions) | | | |
| Do you give appropriate eye contact? | | | |
| Do you actively listen? | | | |
| Do you smile? | | | |
| Do you interrupt the speaker? | | | |
| Do you allow pauses and silence in your interactions? | | | |
| Do you acknowledge the speaker using affirmative language (e.g., Yes.... True...)? | | | |
| Do you paraphrase? | | | |
| Do you use probing strategies to allow the speaker to develop their message? | | | |
| Do you support elaboration that allows for clarification? | | | |
| Are you able to see another's point of view? | | | |
| Do you acknowledge other's ideas? | | | |
| Can you accept constructive criticism? | | | |
| Additional comments about your communication skills: | | | |

Source: Adapted from Hentz S. (2010) by permission.

Tool 1.1