

Professional Communication Skills Self-Assessment

Rating Scale

1 = Never

2 = Rarely

3 = Sometimes

4 = Often

5 = Always

1. I speak clearly and respectfully in professional settings. [1] [2] [3] [4] [5]
2. I listen without interrupting and give my full attention. [1] [2] [3] [4] [5]
3. I check for understanding when giving or receiving instructions. [1] [2] [3] [4] [5]
4. I ask thoughtful questions to clarify confusion. [1] [2] [3] [4] [5]
5. I use professional language in emails, texts, and other digital formats. [1] [2] [3] [4] [5]
6. I maintain good eye contact and positive body language. [1] [2] [3] [4] [5]
7. I am aware of how my tone of voice affects others. [1] [2] [3] [4] [5]
8. I can explain my ideas clearly and concisely. [1] [2] [3] [4] [5]
9. I adjust how I speak depending on the situation or audience. [1] [2] [3] [4] [5]
10. I handle disagreements calmly and respectfully. [1] [2] [3] [4] [5]

Reflection Questions

1. Which communication skill is your strongest?

2. Which skill do you want to improve?

3. What is one thing you can start doing this week to communicate more professionally?

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