Your Task, select a number from 1 (indicating low ability) to 5 (indicating high ability) that best reflects your perception of yourself. Be honest in rating yourself. Think about how others would rate you. When you finish, see a rating of your skills. Complete this assessment online to see your results automatically!

**Writing Skills Low High**

1. Possess basic spelling, grammar, and punctuation skills 1 2 3 4 5

2. Am familiar with proper e-mail, memo, letter, and report formats for business documents 1 2 3 4 5

3. Can analyze a writing problem and quickly outline a plan for solving the problem 1 2 3 4 5

4. Am able to organize data coherently and logically 1 2 3 4 5

5. Can evaluate a document to determine its probable success 1 2 3 4 5

**Reading Skills Low High**

1. Am familiar with specialized vocabulary in my field as well as general vocabulary 1 2 3 4 5

2. Can concentrate despite distractions 1 2 3 4 5

3. Am willing to look up definitions whenever necessary 1 2 3 4 5

4. Am able to move from recreational to serious reading 1 2 3 4 5

5. Can read and comprehend college-level material 1 2 3 4 5

**Speaking Skills Low High**

1. Feel at ease in speaking with friends 1 2 3 4 5

2. Feel at ease in speaking before a group of people 1 2 3 4 5

3. Can adapt my presentation to the audience 1 2 3 4 5

4. Am confident in pronouncing and using words correctly 1 2 3 4 5

5. Sense that I have credibility when I make a presentation 1 2 3 4 5

**Listening Skills Low High**

1. Spend at least half the time listening during conversations 1 2 3 4 5

2. Am able to concentrate on a speaker’s words despite distractions 1 2 3 4 5

3. Can summarize a speaker’s ideas and anticipate what’s coming during pauses 1 2 3 4 5

4. Provide proper feedback such as nodding, paraphrasing, and asking questions 1 2 3 4 5

5. Listen with the expectation of gaining new ideas and information 1 2 3 4 5

Total your score in each section. How do you rate?

22–24 Excellent! You have indicated that you have exceptional communication skills.

18–21 Your score is above average, but you could improve your skills.

14–17 Your score suggests that you have much room for improvement.

10–13 You need serious study, practice, and follow-up reinforcement.