**Communication skills audit**

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| **Communication Factor** | **Rating (1= not effective,**  **5 = highly effective** | **Reason for your scoring** |
| Understanding other people’s perspectives | 1 2 3 4 5 |  |
| Selecting appropriate language | 1 2 3 4 5 |  |
| Use of body language | 1 2 3 4 5 |  |
| Pace of communication | 1 2 3 4 5 |  |
| Tone of voice | 1 2 3 4 5 |  |
| Effective listening (Active) | 1 2 3 4 5 |  |
| Feeding back (being sensitive to others) | 1 2 3 4 5 |  |
| Receiving feedback | 1 2 3 4 5 |  |
| Assertiveness (getting your point understood) | 1 2 3 4 5 |  |
| Written communication | 1 2 3 4 5 |  |
| Telephone, Skype, video interview, Text | 1 2 3 4 5 |  |
| Use of social media | 1 2 3 4 5 |  |