Communication Skills Assessment

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**Communications Skill Assessment**

Communication skills are significant for every aspect of life. Whether an individual is communicating with the family or colleagues at the workplace, communication plays an essential role in the processing, receiving and transmitting the information. It is important to understand all aspects of the communication because through excellent communication individual can understand his role as a communicator and it also helps to state message for others to understand. At the workplace, most of the time information convey to the other person through email or messages. Therefore, it is important to be an excellent written communicator. Massage or email should be clear and carry all information to avoid communication gap (Sekaran & Bougie, 2016).

 To assess my communication skills, I have used the communication skills assessment from the website www.Mindtools.com. The assessment is based on the questionnaire whose result gives a score for communication skills. In the questionnaire, every question has five answer options. After giving answers to the entire questions we can submit it for the result. The result is based on the score. The score helps to understand how strong a person has communication skills and what he should do to improve it. A score between “15-35” implies a person should work for the improvement; a score of 36-55 indicates that person is able to be a good communicator and a score of 56-75 implies that person is a brilliant communicator. I scored 50 which indicate that I have an ability to communicate with others.

According to the website during encoding and decoding the message I face communication gap. Therefore, the website suggests that before sending the message I should be clear about what I want to explain and how a message can be clear for the person to understand. For the purpose, I should think that how would I say the message verbally. Anticipation about the reaction of the receiver is necessary because it can help to choose words which can allow the receiver to hear what you are saying. I addition, the site explains that it is better to review the style, attitude, tone, and other subtleties for excellent written communication. Sometimes short massage lacks the information while sometimes extra words results in confusion. Therefore, precise and concise massage is recommended for the communication.

 Additional training that is required for me is in the field of decoding. It is the fact that a good listener is also a good communicator. Therefore, I need to take the time to listen to the other. Listening does not mean to step back and listen to what other is saying. It means that I should be an active listener so I can understand the meaning that is not said by the person through words. Another thing that I should practice is to be confident while communicating. Whenever it is felt that I am unable to understand the meaning of the message I should ask the person to explain again confidently. However, it is better not to interrupt the person because sometimes the person himself repeats his word for better understanding (ŽivkoviĿ, 2016).

Through the communication skills assessment, I can analyze the area of communication where I can improve my current communication skills. I am a good communicator as per the website, however, I have to improve my listening skills. I am able to convey my message and now I just need to pay attention to the other person’s message. When I will be able to perfectly understand the message, there will be no problem to explain my answer or point of view (Merriënboer, Kirschner, & Kirschner, 2017). In addition, for becoming a good listener I should consider two factors including active listening and no interruption while other is talking.

**References**

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