**Pre/Post-Test of Communication Skills**

**Rate your current communication skill level/abilities with regard to INFORMATION COLLECTION & ASSESSMENT:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Very difficult for me | Difficult  for me | Fairly easy  for me | This is one of my strengths |
| Reading and understanding complex information |  |  |  |  |
| Thinking about complex ideas |  |  |  |  |
| Following complex information (in writing or in a lecture, for instance) |  |  |  |  |
| Asking questions to get key information |  |  |  |  |
| Judging the validity and reliability of the sources of an idea or of information |  |  |  |  |

**Rate your current communication skill level/abilities with regard to HUMAN INTERACTION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Very difficult for me | Difficult for me | Fairly easy for me | This is one of my strengths |
| Actively participating in conversations with friends |  |  |  |  |
| Actively listening during conversations |  |  |  |  |
| Communicating non-verbally |  |  |  |  |
| Resolving conflict within a group |  |  |  |  |
| Communicating across cultures |  |  |  |  |
| Achieving consensus of opinion among family members, peers, or colleagues in difficult situations |  |  |  |  |
| Responding to a crisis within the family, among friends, or at work or school |  |  |  |  |

**Rate your current communication skill level/abilities with regard to JOB PREPARATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Very difficult for me | Difficult for me | Fairly easy for me | This is one of my strengths |
| Networking |  |  |  |  |
| Preparing a resume |  |  |  |  |
| Using online job search tools |  |  |  |  |
| Interviewing for a job |  |  |  |  |

**Rate your current communication skill level/abilities with regard to WRITING EFFECTIVELY:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Very difficult for me | Difficult for me | Fairly easy for me | This is one of my strengths |
| Write clear memos, emails, or short summaries |  |  |  |  |
| Speaking and writing using correct grammar |  |  |  |  |
| Creating excitement within your communications (writing, presentations) |  |  |  |  |
| Using visuals to communicate your ideas |  |  |  |  |

**Rate your current communication skill level/abilities with regard to**

**PRESENTING IDEAS & LEADING DISCUSSION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Very difficult for me | Difficult for me | Fairly easy for me | This is one of my strengths |
| Making presentations in front of a small group |  |  |  |  |
| Making presentations in front of a whole class |  |  |  |  |
| Creating effective PowerPoint’s to supplement my presentations |  |  |  |  |
| Using visuals to communicate your ideas |  |  |  |  |
| Leading small-group discussion |  |  |  |  |

**Of the skills listed above, which three specific items would you most like to work on during this semester?\***

**(1)**

**(2)**

**(3)**

*\*At the end of the semester, ask the students to list the three items upon which they feel they’ve most improved during the semester.*

**Participant Self-Evaluation**

I read all or most of the assigned readings for today’s class: \_\_ yes \_\_no

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Today’s discussion helped me to: | Strongly  Agree | Agree | Disagree | Strongly  Disagree | Not  Applicable |
| better understand the readings I did for today’s class |  |  |  |  |  |
| practice following complex information |  |  |  |  |  |
| judge the validity and reliability of the sources of an idea or of information |  |  |  |  |  |
| actively listen |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| During today’s discussion: | Strongly  Agree | Agree | Disagree | Strongly  Disagree | Not  Applicable |
| I actively listened. |  |  |  |  |  |
| I asked questions to get more information. |  |  |  |  |  |
| I was respectful and collegial but still challenged my colleagues to push the discussion further along. |  |  |  |  |  |
| I helped to draw in other participants. |  |  |  |  |  |

**Note Taker’s Checklist:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The notes I prepared to summarize**  **today’s discussion were:** | Strongly  Agree | Agree | Disagree | Strongly  Disagree | Not  Applicable |
| **thorough** (include all of the ideas that were raised during today’s discussion) |  |  |  |  |  |
| **well-organized** (do not simply provide play-by-play summary of the ideas that were raised—organize the ideas into themes and, if relevant, connect the ideas that were raised today to the ideas and themes raised in previous discussions) |  |  |  |  |  |
| **carefully proofread for spelling and grammar** |  |  |  |  |  |
| **accompanied by a succinct summary** of the key ideas raised by today’s discussion and a short list of ideas the group might explore during its next discussion |  |  |  |  |  |