**Communication Skills**

**QUESTIONNAIRE**

*(Please note: This is only a sample provided by the author based on personal opinion, experience & research)*

*Read each statement carefully and place a tick in the appropriate column. Try to be objective and honest in your answers.*

<table>
<thead>
<tr>
<th>S.No</th>
<th>Statements</th>
<th>Never</th>
<th>Rarely</th>
<th>Sometimes</th>
<th>Often</th>
<th>Always</th>
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</thead>
</table>
| 1.   | **Oral Communication**  
      Presents with ease in seminars and conferences |       |        |           |       |        |
| 2.   | Takes lead in Group discussion or debates |       |        |           |       |        |
| 3.   | Talks confidently and eloquently in student meetings and presentations |       |        |           |       |        |
| 4.   | Able to persuade and get things done in teams |       |        |           |       |        |
| 5.   | Able to give constructive feedback |       |        |           |       |        |
| 6.   | Shows interest and attention to others during discussion |       |        |           |       |        |
| 7.   | Style of communicating the message is simple and clear |       |        |           |       |        |
| 8.   | Gives time for others to respond or clarify |       |        |           |       |        |
| 9.   | Maintains Phone etiquettes |       |        |           |       |        |
| 10.  | Participates in role-plays to disseminate information |       |        |           |       |        |
| 11.  | **Written Communication**  
      Has the ability to gather information from different sources and report professionally |       |        |           |       |        |
<p>| 12.  | Creative in preparing presentation materials |       |        |           |       |        |</p>
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<tbody>
<tr>
<td>13</td>
<td>Able to prepare technical and business reports as per standards</td>
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<td>14</td>
<td>Has the ability to prepare newsletters and bulletins</td>
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<td>15</td>
<td>Maintains clarity and flow in writing reports</td>
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<td>16</td>
<td>Writing is free of grammatical and spelling errors</td>
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<td>17</td>
<td>Has the ability to write business correspondence professionally</td>
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| 18 | **Non-Verbal Communication**  
Easily recognizes emotions (anger, disappointment, joy and so on) while communicating with others |
| 19 | Pays attention to the body language when communicating with others |
| 20 | Careful in using gestures and facial expressions during face-to-face interaction |
| 21 | Does not distract audience by using needless gestures |
| 22 | Maintains professional posture during meetings and presentation |
| 23 | **Visual Communication**  
Uses tables and figures to stress details |
| 24 | Expresses ideas through pictures and illustrations |
| 25 | Supports presentation with graphs and diagrams to elaborate points |
| 26 | Takes efforts to prepare models for displaying information |
27. Well-versed in using different visual tools for strengthening point

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<thead>
<tr>
<th>Scoring</th>
<th>Never</th>
<th>Rarely</th>
<th>Sometimes</th>
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