



## Team communication skills quiz

How well do you communicate with teammates and other internal colleagues? Take this quick quiz to find out.

- Do coworkers/colleagues ask you for advice?  
a) regularly, b) sometimes, c) rarely
- Do you make a point of having meaningful rather than superficial discussions or meetings with others?  
a) weekly, b) twice monthly, c) only occasionally (when a crisis requires it)
- Do you run down or speak critically about any of your coworkers when talking about that person to another?  
a) never, b) very rarely, c) occasionally
- Do you try to manipulate others by planning things to say that will get them to act in a certain way?  
a) never, b) sometimes, c) often
- Do you make a point of commenting about the individual accomplishments of coworkers?  
a) always, b) sometimes, c) rarely
- Do you criticize a coworker in front of others?  
a) never, b) rarely, c) sometimes
- Do you make fun of others in a joking way?  
a) never, b) only when the other person does it to you, c) often, when joking
- When talking with a coworker about that person's problems or complaints, how much time do you spend listening? a) more than 75%, b) 50% to 75%, c) 25% to 49%
- Do you discuss mutual problems with others?  
a) often, b) occasionally, c) never
- Do you offer both positive and negative feedback/criticism? a) often, b) sometimes, c) rarely
- When talking with a person, do you allow yourself to be distracted or interrupted? a) never, b) sometimes, c) as these events normally occur
- Do you exaggerate or distort the facts a bit to make the impression you want on others?  
a) never, b) sometimes, c) often
- Do you encourage coworkers to express their view-points if it's one you don't agree with?  
a) always, b) occasionally, c) rarely
- Do you interrupt others when you have an important point to make? a) never, b) sometimes, c) often
- Do you cut off a coworker if you are busy and the person wants to talk to you? a) never, b) sometimes, c) usually
- Do you take the time to verify that you understood what the other person said to you before you respond? a) always, b) sometimes, c) never
- Do you communicate as an outlet for your own hostilities, anger or prejudices, sometimes blowing off steam to your coworkers? a) never, b) sometimes, c) often
- Do you spend time communicating a) with people according to needs, b) with all people equally, c) more frequently with the people you like best?
- Do you feel that you are sensitive and responsive to others' emotions in your communications? a) always, b) sometimes, c) never
- When offering praise or criticism to teammates, do you offer specific examples?  
a) always, b) sometimes, c) rarely

### Score yourself:

Give yourself three points for each A answer, two points for each B answer, and one point for each C answer. Total the points.

If you scored between 56 to 60 points: You're a great communicator — but be sure that your coworkers' assessment agrees with yours!

Between 50 to 55 points: You're an above-average communicator, but watch for areas where you may inadvertently be shutting off communications.

Between 45 to 49 points: Your communications style may be alienating some of your coworkers. Circle those questions on which you scored one point, and set some goals for improvement in those areas.

If you scored below 44 points: Poor communication skills may hamper your ability to work well with your teammates and colleagues. Focus on improvement!

