



CONVERSATION SKILL – PERSONAL ASSESSMENT

Use the quick self-check below and determine how you rate your performance around key aspects of conversational control skills:

	Need to improve a lot	Need to improve a bit	Need to practice more	Perform reasonably well	Perform well
	1	2	3	4	5
Areas					Score
1. Summarising accurately what others say				
2. Asserting what you feel is right				
3. Negotiating				
4. Seeking differences of opinion				
5. Getting your message across				
6. Finding out what others think				
7. Chairing a meeting				
8. Making proposals				
9. Giving critique				
10. Providing information to others				
11. Contributing ideas to meetings				
12. Avoiding interrupting				
13. Making clear what you want others to do				
14. Giving recognition and praise to others				
15. Providing positive feedback to others				
16. Listening at the right time				
17. Knowing how to change the conversation				
18. Having the right word for the right occasion				
19. Knowing how to use the time available to cover the topics				
20. Your overall conversational control				
					YOUR SCORE
				



Scoring

Your score	Action required	Tick
0 - 20	You probably feel a lot of time and effort is required to have good conversational skills
21 - 40	You probably feel a lot of time and effort is needed to improve your conversational skills
41 - 60	You probably feel that with more practice you will improve your conversational skills
61 - 80	You probably feel that you manage most conversations reasonably well and could improve slightly in certain areas
81 - 100	You feel that you are able to perform well in conversations and have a high degree of control.

Source – Charles J Margerison – If only I had Said