### Play #35 Exercise: Practicing Communication Skills

Using the guidelines in this Play, do the following.

1. For each of the communication skills, rate yourself from 1 to 5, with 5 being the highest.

| **Communication Skill** | **My Score *(1 to 5, with 5 being the highest)*** |
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| **Verbal Communication, Prepared Speaking:** When using prepared speech, I:* Know my audience
* Remember who I am in relationship to my audience
* Think strategically
* Am authentic
* Am as brief as possible.
* Use humor, if appropriate
* Practice
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| **Verbal Communication, Impromptu Speaking**When using impromptu speech, I:* Know my audience
* Remember who I am in relationship to my audience
* Think strategically
* Think before I talk
* Am careful if I have been using substances
* Never show anger
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| **Written Communication**When communicating in writing, I:* Respond promptly to all communication
* Use acceptable grammar and formats
* Ask others to edit my important communications
* Do not show anger by using **BOLD**, !!!, or other symbols
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| **Listening**When listening to others, I:* Remember that I learn from others by listening to them
* Focus on the speaker
* Give myself mental alerts
* Look the speaker in the eye
* Listen to what is said and what is not said
* Ask questions
* Apologize and ask the speaker to repeat what they said if I didn’t hear them
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| **Using and Understanding Body Language**When using and responding to body language, I:* Make sure my body language supports my position on the subject at hand
* Focus on my audience and don’t multitask
* Dress and groom appropriately
* Look the person in the eye when being introduced
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1. For any rating of 3 or lower, note your plan for improvement.
2. As you use the various forms of communication, pay close attention and continue to rate yourself on how you’re applying the various areas of communication skills. Record your impressions of how your skills are improving over time and what areas need further improvement.
3. Sign up for one of the many online courses for developing communication skills. A few suggestions are:
* Communications Skills Courses: Harvard Business School (<https://online.hbs.edu>)
* Business Communication: University of Chicago (<https://execedon.chicagobooth.edu>)
* Interpersonal Skills Training: Stanford University (<https://grow.stanford.edu>)