

Social Communication Self-Evaluation

Listening:

- _____ I show others I am listening by looking at the speaker
- _____ I show others I understand them by nodding, using appropriate facial expressions, or making appropriate comments.
- _____ I ask for repetition when I did not hear.
- _____ I ask for clarification or more information when I did not understand.
- _____ If I need to interrupt, I do so politely.

Speaking:

- _____ I face the people to whom I am speaking.
- _____ I make eye contact with my listeners.
- _____ I use appropriate loudness for the situation.
 - ___ I use a soft voice for private or confidential communications.
 - ___ I use moderate loudness in conversational situations.
 - ___ I project my voice when speaking to a group or in a noisy setting.
 - ___ I adjust the loudness of my voice based on the reaction of my listeners.
- _____ I speak at a moderate rate, or more slowly if my listener requests it.
- _____ I speak with clear diction so my listeners can understand me.
- _____ I watch for the reaction of my listeners and adjust my speech accordingly.
- _____ I repeat or clarify what I have said if my listeners do not understand.

