

Figure 6.3: Student self-assessment and goal-setting worksheet for communication skills

Name: _____

Date: _____

Part 1: Self-Assessing

Reflect on the following aspects of your communication skills. Rate these skills on a scale of 1 to 5, where:

1 = Needs improvement

2 = Somewhat needs improvement

3 = Meets expectations

4 = Is strong

5 = Is excellent

- **Active listening:** How well do I listen to others without interrupting or getting distracted?

- **Clarity and articulation:** How clearly do I express my ideas? Do others understand me easily?

- **Nonverbal communication:** How well do I use facial expressions and eye contact in conversations?

- **Empathy and understanding:** How well do I understand others' feelings and viewpoints during conversations?

- **Respectful communication:** How respectful am I when speaking with others, especially in difficult situations?

- **Confidence:** How confident do I feel when speaking in front of others or having group discussions?

Part 2: Reflecting on Strengths

Record answers to the following questions.

- What communication skill or skills do you feel most confident about? Why?
- What feedback have you received about your communication skills (such as from teachers, peers, or family)?

Part 3: Identifying Areas for Improvement

Record answers to the following questions.

- Which communication skill or skills would you like to improve?
- Why do you think improvement in these areas would benefit you?

Part 4: Setting Goals

Record answers to the following questions.

- **Specific goal or goals for improvement:** What specific communication skill or skills do you want to focus on improving?
- **Action plan:** How will you work on improving these skills? List the steps you will take.
- **Timeline for improvement:** By when would you like to see improvement in this area?
- **Measurement of success:** How will you know if you have improved your communication skills?