

## HOW WELL DO YOU COMMUNICATE? COMMUNICATION ANALYSIS

*Add up your score* from the skill evaluation and determine your communication status:

- 12-30      You are not communicating effectively! Listen to feedback and learn from mistakes!
- 31-61      Your communication is inconsistent! Be ready to learn more!
- 62- 120    Your communication skills are very good! Remember, you can always improve skills and techniques!

*Source: Heller, Robert. Communicate Clearly, 2004.*

## THE ART OF COMMUNICATION

Good communication skills are the foundation of a successful and strong employee-employer relationship. Whether through speaking, writing, or listening, you must be able to convey information to others for best business practices and relationships.



Communication is a two-way street! It is necessary to ensure things are accomplished timely, accurately, and effectively!