

Miller Communication Audit

Self: _____ Observer: _____ Date: _____

Please rate each question from 1-5 regarding your present status

1	2	3	4	5
Very Poor	Poor	Adequate	Good	Excellent
1. I like the sound of my voice				_____
2. I am good at "small talk" in social situations				_____
3. I enunciate sounds and pronounce words accurately				_____
4. I listen well to others				_____
5. I am an effective public speaker				_____
6. I can release physical tension during stressful situations				_____
7. I can speak for an extended period of time without vocal fatigue				_____
8. I maintain eye contact well with my listener/audience				_____
9. I project my voice well in a "noisy restaurant" or in a large lecture hall				_____
10. I am succinct and to the point in my communications				_____
11. My voice does not trail off at the end of a sentence				_____
12. I remain poised during confrontational situations				_____
13. I vary the pitch and intonation of my voice when I speak so that my voice is interesting to listen to				_____
14. I gesture naturally during individual/group interactions				_____
15. I speak with power and certainty				_____
16. My rate of speech is appropriate for the situation				_____
17. I am comfortable with pauses during an interaction				_____
18. I relate well to the audience during a presentation				_____
19. I use good posture whether standing or sitting				_____
20. I can regain the floor when I am interrupted				_____
21. I am a competent negotiator				_____
22. I can control my performance anxiety				_____
23. I have an extensive vocabulary				_____
24. I rarely use fillers, such as um or like, during a conversation				_____
25. People have no difficulty understanding my speech in person or on the telephone				_____

TOTAL: _____

What are your strengths as a communicator?

What are your weaknesses as a communicator?