Miller Communication Audit

Self:______________ Observer:______________ Date:______________

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

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Very Poor</td>
<td>Poor</td>
<td>Adequate</td>
<td>Good</td>
<td>Excellent</td>
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</tbody>
</table>

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?