

# Personal communication assessment

[Business](#)



Communication skills are essential in everybody's life and daily business.

Being able to communicate efficiently and effectively is the major most imperative skills to possess. Individuals, who are competent at communicating in both situations, are characteristically a lot more successful in professional and private dealings (Stephen. 2002). The significance of having the capability to communicate effectively is mirrored in the fact that, numerous employers' record good communication skills, as a job prerequisite in advertisement positions. While both employers and employees place a big deal of weight on written communication skills, particularly with the increase in the exploit of information technology in both professional and personal communication, it is fascinating to finding that verbal communication skills occupy a far advanced implication.

One major way an individual can improve their communication abilities significantly, is through starting to culture a better appreciation of personal communication approaches and their impact on others. In other words, the ability of one self to gauge objectively their personal communication skills is the most significant determinant if a person is to improve their capability to communicate effectively. The ability to carry out a personal assessment aids one in analysing areas they need to work on to better them and what areas they stand out in, so the person can take advantage of the strong point to their advantage later. In the analysis of personal communication skills, it is essential to consider both verbal and written communication skills (Stone, Patton, & Heen, 1999). Nevertheless, it is also vital to consider nonverbal communication. Therefore, to analyze my personal communication, it is

necessary that, I examine the earlier situations results and effects in regards to their accomplishment.

After a careful consideration, I found out that I have both strong points and weak points in my verbal and nonverbal communication skills. In a broad sense, nonverbal communication purely consists of all communication, which is not realized merely by the utilization of words or other symbols, which execute the same undertaking as words (Pease & Pease, 2006). Nonverbal communication skills include the use of visual devices, demonstrations, and exploit of time, space, and image. On the other hand, verbal communication comprises of the use of words and quality of the voice. My greatest strengths lie in the fact that I can verbally communicate to almost everyone. I make good use of a chance to talk with people.

I have found out that I am very good at balance between my ability to listen and meaningfully respond. I am a great listener, and thus, am capable of distilling messages and information more successfully. I always take pleasure in communicating verbally with individuals of diverse cultures and opinions. This offers me a chance to learn more. However, I have also found out that I have a weakness regarding verbal communication. Often, I find it hard to communicate verbally with a large group of people.

I often, in such situation, imagine that the audience is focussed on me rather than what I am saying. To overcome this weakness, I try to stay focussed on my strong points and not the weaknesses. I find strength in the fact that I can freely address a subject that I am well informed without a problem. On this aspect of my communication abilities, it would be better to seek

additional training. This will help me become a well-rounded communicator when it comes to verbal communication.

I also am very strong on the use of the voice concerning verbal communication. Frequently, the use of a culturally dissimilar native language does influence my use of voice in verbal communication. However, I have not faced many challenges in this area. My incapability to control powerful, emotional effects is a major weakness that affects my use of both words and voice. This weak point extends beyond the verbal communication and impacts on my nonverbal communication abilities. According to Paul, (2007), the utilization of anecdotes, graphic aids and engaging the audience to participate are as essential as chief nonverbal signals like dress, posture, and rhythm.

Therefore, I have realized that when I am emotionally disturbed I am inclined to fall short in speaking eloquently and logically and articulating my planned thoughts. Consequently, it follows that if my feelings affect my employment of verbal communication, it is destined to impact on the non-verbal communication as well. This happens when a sense of emotional disturbance is reflected through my posture and general body language. I do hold the view that I will have to work on my body language, and posture to give the impression of a more self-assured speaker. To achieve that, I will have to build up the routine of meticulously planning for presentation, which comprises the formulation of wanted results and the best feasible way of achieving it; for instance, coming up with convincing arguments, visual aids, and anecdotal aids (Geoff & Thompson, 2001). This will not only result into a superior quality of the voice which is clearer, but will also help the voice to

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seem more hearty and supported by a confident body language, facial expression and eye.

I have found out that I am exceptionally good at communicating through writing, and this is the single aspects that I do not require to work on improving. I take time to write; therefore, I get plenty of time to read and reread my work before releasing it to the intended audience. I also ask some to read it before ‘ publishing’ the writing to sieve out errors and inadequacies. Communication, verbal, or otherwise is a completely powerful tool (James, 2004). As such, when one appreciates his or her strong points or weak points in the field, they wish to be accomplished in, they are able to communicate more efficiently with people.