

GROUP COMMUNICATION INVENTORY

Your behavior in a group

	Yes <i>(usually)</i>	No <i>(seldom)</i>	Some- times
Do your words come out the way you would like them to in conversation?	_____	_____	_____
Do you assume the other person knows what you are trying to say without your explaining what you really mean?	_____	_____	_____
Do you ever ask the other person to tell you how she feels about the point you may be trying to make?	_____	_____	_____
Do you have a tendency to do more talking than other people in the group?	_____	_____	_____
Does it upset you a great deal when someone disagrees with you?	_____	_____	_____
Do you tune out someone in the group if you don't like them?	_____	_____	_____
Do you find yourself not paying attention while in conversation with others	_____	_____	_____
In discussion, do you let the other person finish talking before reacting to what she says?	_____	_____	_____
Do you admit that you are wrong when you know that you are wrong about something?	_____	_____	_____
Do you ask for clarification if you don't understand what has been said or decided?	_____	_____	_____
When you are talking, are you aware of how others in the group are reacting to you?	_____	_____	_____
When a problem arises between you and another member of the group, can you discuss it without getting angry?	_____	_____	_____

Your observations about communication within the group

	Yes <i>(usually)</i>	No <i>(seldom)</i>	Some- times
Major points are summarized throughout the meeting.	_____	_____	_____
People listen to me when I talk.	_____	_____	_____
Everyone in the group is listened to.	_____	_____	_____
If a point or a decision is unclear, the group asks questions until we understand.	_____	_____	_____
Personal issues do not interfere with our sharing of information and opinions.	_____	_____	_____
The group resolves conflict productively.	_____	_____	_____
Everyone in the group understands what is happening during our meetings.	_____	_____	_____
Personal issues do not interfere with who is listened to.	_____	_____	_____

Three things that would help our group communicate better are:

Three things I personally can do to improve communication are: