



Office of International Education, Languages Institute

Name:		E-mail:	
Company:		Date:	

SELF ASSESSMENT (to be completed by employee)

For each item identified below, please select your assessment by checking the appropriate box:

SPEAKING AND LISTENING ASSESSMENT:

1. I have smooth speech (do not use “umm”, “uhh” or hesitate repeatedly)

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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2. My pronunciation is clear and accurate.

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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3. I have a wide range of vocabulary and I use it correctly and in the proper context.

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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4. I express my opinions and share information clearly and accurately.

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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5. I ask questions to obtain information from my coworkers and supervisors and clients.

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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6. I give instructions and directions clearly and accurately.

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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7. I follow instructions and directions correctly.

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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8. I understand information on the telephone in a clear manner.

strongly disagree	<input type="checkbox"/>	disagree	<input type="checkbox"/>	agree	<input type="checkbox"/>	strongly agree	<input type="checkbox"/>	not applicable	<input type="checkbox"/>
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Fax or e-mail to: Leigh-Ann Duke, Coordinator
 403.440.5155 (fax)
lduke@mtroyal.ca



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9. I request information on the telephone in a clear manner.

strongly disagree		disagree		agree		strongly agree		not applicable	
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10. I understand when to use more formal speech.

strongly disagree		disagree		agree		strongly agree		not applicable	
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11. I understand when to use less formal speech.

strongly disagree		disagree		agree		strongly agree		not applicable	
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12. I use hand gestures, eye contact and body language appropriately.

strongly disagree		disagree		agree		strongly agree		not applicable	
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13. I am able to identify the most important ideas and points that are presented in meetings and presentations.

strongly disagree		disagree		agree		strongly agree		not applicable	
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READING AND WRITING ASSESSMENT:

1. I write business correspondence (such as e-mails) using correct spelling, punctuation and capitalization.

strongly disagree		disagree		agree		strongly agree		not applicable	
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2. I write using correct verb tenses.

strongly disagree		disagree		agree		strongly agree		not applicable	
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3. I write in a logical, sequential and organized manner.

strongly disagree		disagree		agree		strongly agree		not applicable	
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4. My written ideas are relevant to the topic and clear for others to understand.

strongly disagree		disagree		agree		strongly agree		not applicable	
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5. I record minutes of meetings and am able to identify the most important ideas accurately and clearly.

strongly disagree		disagree		agree		strongly agree		not applicable	
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6. I am able to write clear instructions and directions.

strongly disagree		disagree		agree		strongly agree		not applicable	
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7. I write using correct word choices and phrases.

strongly disagree		disagree		agree		strongly agree		not applicable	
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8. I write using a wide range of vocabulary.

strongly disagree		disagree		agree		strongly agree		not applicable	
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9. I write clear telephone messages.

strongly disagree		disagree		agree		strongly agree		not applicable	
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10. I proofread documents accurately.

strongly disagree		disagree		agree		strongly agree		not applicable	
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11. I read and understand workplace materials (e.g. manuals) and correspondence (e.g. reports).

strongly disagree		disagree		agree		strongly agree		not applicable	
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12. I skim or scan documents quickly and can summarize the main ideas in a clear, organized manner.

strongly disagree		disagree		agree		strongly agree		not applicable	
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BUSINESS CULTURE AND ETIQUETTE:

1. I understand the Canadian business culture and protocol and I apply the rules in various situations including meetings, presentations, group work, dealing with customer concerns and dealing with conflict.

strongly disagree		disagree		agree		strongly agree		not applicable	
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2. I understand the Canadian business culture and protocol and I understand how to apply the rules when speaking with coworkers, supervisors and customers/clients.

strongly disagree		disagree		agree		strongly agree		not applicable	
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ADDITIONAL COMMENTS:

In the space below, please provide information on any other areas that may impact your job performance.