Interpersonal Communication Pre-Test/Post-Test Self-Assessment

Purpose:

This assignment is meant to introduce you to some of the content areas related to interpersonal communication and have you self-assess—and reflect upon—your current behavior.

Explanation:

You will complete the same survey two (2) times: once at the beginning of the semester (Pre-Test) and once at the end of the semester (Post-Test).

Both times, the survey will be accompanied by a simple Self-Reflection paper (composed of five questions).

For the Pre-Test, you will submit a copy of your Pre-Test Survey (the Excel Worksheet) and your Pre-Test Self-Reflection paper online in Canvas (you will actually submit the entire Excel Worksheet, but you will only complete the Pre-Test portion). (Canvas allows you to submit multiple documents.)

For the Post-Test, you will submit the Excel Worksheet again, after you have completed the Post-Test Survey (I’m actually interested in the Pre-Test/Post-Test Comparison Survey and your Post-Test Self-Reflection paper. Please read the instructions carefully because they can be a bit confusing.

Procedure: Pre-Test Survey

Complete the Pre-Test Survey Questionnaire

1. Access the Pre-Test Survey Questionnaire (Excel document or Adobe document):

   There are two ways you can access (and answer) the survey portion:

   • Use the Excel document (which allows you to type your answers in as well as save your document so you can use it later for the Post-Test); this is the preferred method. If the link to the Excel document doesn’t work, here is the full URL: http://scc.losrios.edu/~harrispa/assignments/interpersonal/assignments/pre_post_test.xls
     ▪ Note: There is a kind of repeat of these instructions on the Instructions tab. (NOTE: If you are using Microsoft Office to open the Excel file, the “tabs” are on the bottom. If you are using Apple’s Numbers to open the Excel file, the “tabs” are at the top.)
     ▪ There are tabs for Instructions, Pre-Test Survey, Post-Test Survey, and Comparison page.

   • Use the standard Adobe (pdf) document (the old-fashioned way) and write out your answers (it is the last several pages of this document). You will have to scan the document or take photos of it to put it in an electronic format to upload it to Canvas.

2. Answer the Pre-Test Survey questions:

   Regardless of the method you use to answer the survey questions (Excel or paper copy), the procedure is the same:

   Make sure you understand the rating scale. You will be recording your answers to each question as a number, with the higher numbers meaning a more positive assessment:
Please leave the question blank if you don’t know the concept or if you feel you cannot assess your skills.

When you are done answering the questions, make a copy of your survey (see Explanation for a description of how many copies you need, depending upon if you are using the Excel or paper method).

**Complete the Processing Questions: Pre-Test**

3. Write the Pre-Test Self-Reflection paper. You may want to refer to the Grading Criteria for this portion of the assignment.

   a. Review your Pre-Test Survey Response, paying attention to your strengths and areas that could be improved.

   b. Please provide thoughtful answers the following questions (typed):

      *(Please remember to put the Name of the Assignment at the top of your paper, as well as your name and the class meeting days/time in the upper right corner of your paper. Single-space this, please.)*

      1. Is there a particular interpersonal communication skill that you think perform well? (Referring to the skills in the survey.) Why do you think so? Give some examples.

      2. Are there any areas of interpersonal communication that you would like to target for improvement? (Again, refer to the skills in the survey.) Why do you think so? Give some examples.

      3. Which of the skills covered in this pre-test survey do you feel is the most important in interpersonal communication? Why?

      4. Is there an area of interpersonal communication skills that you feel is important but is not covered on this pre-test survey? If so, what area(s) and why? If not, what area(s) do you think may be underrepresented?

      5. Beyond a grade and/or meeting a graduation/major requirement, what are your expectations of this class?

**Submit Your Documents via Canvas**

Upload both your completed Survey (the completed Excel worksheet) and your answers to the five processing questions listed above to the Pre-Test Self-Assessment Assignment in Canvas. (If you can’t find it easily, click on the Assignments link in our Canvas Course Navigation pane, then search for “Pre-Test Self-Assessment.”)
Procedure: Post-Test Survey

Complete the Post-Test Survey Questionnaire

1. Find your completed Post-Test Survey Excel document. Hopefully, you saved a copy. Otherwise, you can go back to the Pre-Test Self-Assessment Assignment and download the one you uploaded at the beginning of the semester.

As most of the survey questions are identical, you want to avoid looking at your Pre-Test answers before answering the Post-Test questions, so go straight to the Post-Test tab.

2. Answer the Post-Test Survey questions:

Again, make sure you understand the rating scale. You will be recording your answers to each question as a number, with the higher numbers meaning a more positive assessment:

- 1 = Needs Significant Improvement
- 2 = Needs Improvement
- 3 = Good
- 4 = Very Good
- 5 = Excellent

3. Answer the last section that refers to the Student Learning Outcomes for this course. Notice a change in the scale, with 1 meaning “Not at All” and 5 meaning “Extremely Well.”

Complete the Processing Questions: Post-Test

1. Once you have finished your Post-Test Self-Assessment Survey, review the following:

   • Your Pre-Test Self-Assessment survey
   • Your Pre-Test Self-Reflection paper

2. Compare the answers from your Post-Test Self-Assessment Survey to your Pre-Test Self-Assessment Survey, paying particular attention to any changes (positive or negative).

   If you used the Excel version of this, it should be fairly easy; just click the Comparison tab and all your numbers should auto-fill for you, calculating the differences.

   If you are using the paper copy version, you will want to transfer your numbers over to the Comparison page.

   Also, review your answers to the Pre-Test Self-Reflection paper.

3. Write the Post-Test Self-Reflection Paper, again providing thoughtful answers to the questions. You may want to refer to the Grading Criteria for this portion of the assignment.

   1. Do you see any changes in your answers on the two surveys (Pre-Test and Post-Test) that indicate that you have improved in certain skill areas? Which areas? Cite examples.

   2. Are there any areas where you did not improve? If so, is it because the skills take time to learn, that we did not work on them, or some other reason? If you improved in all areas, which areas showed the least improvement? Why?
3. **Now** which of the skills covered in this pre-test/post-test survey do you believe is the most important in interpersonal communication? Why? Is it the same one you identified in your Pre-Test answers? Why or why not?

4. Is there an area of interpersonal communication skills which you now feel is important but is not covered on this pre-test/post-test survey? If so, what area(s) and why? If not, what area(s) do you think may be underrepresented? Is your answer the same now as when you took the Pre-Test? Why or why not?

5. Did this class meet the expectations you cited in your Pre-Test Self-Reflection write up? If so, how? If not, why not?

**Submit Your Documents via Canvas**

Upload both your completed Survey (the completed Excel worksheet) and your answers to the five processing questions listed above to the Post-Test Self-Assessment Assignment in Canvas. (If you can’t find it easily, click on the Assignments link in our Canvas Course Navigation pane, then search for “Post-Test Self-Assessment.”)

**Grading Criteria**

For the **Self-Reflection paper** for both the Pre-Test and the Post-Test Surveys:

- Complete answers to all of the questions
- Answers expanded and developed (not brief, use of examples or other support)
- Appropriate English writing skills (proofread to ensure your spelling, punctuation, and grammar is at a basic college level)
Self-Assessment Survey: Pre-Test
Interpersonal Communication

This survey is anonymous and is intended to help you assess your communication skills, relative to this particular class. You will be doing this survey at least two times during the course: once at the beginning of the term (Pre-Test) and once at the end of the term (Post-Test).

Please assess your appropriate use of interpersonal communication skills in the following areas:

Use a 1-5 scale as follows:

1 = Needs Significant Improvement
2 = Needs Improvement
3 = Good
4 = Very Good
5 = Excellent

Please leave the question blank if you don’t know the concept or if you feel you cannot assess your skills.

I. **Expressing Content**

   Pre-Test
   1=NSI – 5=Exc

   a. Being brief and concise, getting to the point
   b. Being decisive, definite, and firm
   c. Talking in specifics, giving examples, details
   d. Providing negative feedback to others in a functional way (i.e., not creating defensiveness in others)

II. **Expressing Feelings**

   1=NSI – 5=Exc

   a. Telling others when you do not understand something they have said or done
   b. Giving support and positive feedback to others (contributing to another’s self-esteem and acceptance)
   c. Telling others when you disagree with them
   d. Telling others when they think they have changed the subject or are making irrelevant comments
   e. Telling others when you are getting irritated
   f. Letting your feelings show nonverbally (in facial expressions, posture, gestures, actions)
   g. Self-disclosing on appropriate and risk-taking issues

III. **Understanding Others’ Content**

   1=NSI – 5=Exc

   a. Listening to understand rather than preparing your remarks
   b. Helping others participate in the discussion
   c. Before agreeing or disagreeing, checking to make sure you understand what others mean
   d. Asking questions in ways that get more information than “yes” or “no”
   e. Accepting others’ negative feedback in a functional way (i.e., non-defensive)
IV. Understanding & Responding to Others' Feelings

a. Confirming with others what I think they are feeling rather than assuming I know
b. Responding to a person who is angry with me in such a way that I do not ignore his/her feelings.
c. Responding to a person who is pleased with me in such a way that I do not ignore his/her feelings
d. Responding to a person who is expressing closeness and affection for me in a way that I do not ignore his/her feelings
e. Surveying a group to determine how much agreement exists when a group is making a decision
f. Helping create a climate where others feel free to experiment with new behavior
g. Helping-Allowing others self-disclose appropriate and meaningful self information
h. Adjusting my communication behavior to meet the needs and moods of others or the communication context

V. General

a. Talking in group discussions
b. Getting feedback, encouraging others to let me know how my actions affect them
c. Being able to tolerate silence when with others
d. Accepting help from others
e. Giving help to others
f. Yielding to others; giving into others
g. Standing up for myself
h. Being protective of others
i. Adapting to others' differences (in gender, culture, beliefs, etc.)
j. Trusting others
k. Eliciting trusting behavior from others

VI. Assessment of Course Content

a. On a 1 to 5 scale, with 1 meaning "Not at All" and 5 meaning "Extremely," how much, if at all, do you think the course content APPLIES to your life?
b. On a 1 to 5 scale, with 1 meaning "Not at All" and 5 meaning "Extremely," how would you rate the VALUE of this course to your interpersonal relationships?
Self-Assessment Survey: Post-Test
Interpersonal Communication

This survey is anonymous and is intended to help you assess your communication skills, relative to this particular class. You will be doing this survey at least two times during the course: once at the beginning of the term (Pre-Test) and once at the end of the term (Post-Test).

Please assess your appropriate use of interpersonal communication skills in the following areas:

Use a 1-5 scale as follows:
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3 = Good
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Please leave the question blank if you don’t know the concept or if you feel you cannot assess your skills.

I. Expressing Content
   a. Being brief and concise, getting to the point
   b. Being decisive, definite, and firm
   c. Talking in specifics, giving examples, details
   d. Providing negative feedback to others in a functional way (i.e., not creating defensiveness in others)

II. Expressing Feelings
   a. Telling others when you do not understand something they have said or done
   b. Giving support and positive feedback to others (contributing to another’s self-esteem and acceptance)
   c. Telling others when you disagree with them
   d. Telling others when you think they have changed the subject or are making irrelevant comments
   e. Telling others when you are getting irritated
   f. Letting your feelings show nonverbally (in facial expressions, posture, gestures, actions)
   g. Self-disclosing on appropriate and risk-taking issues

III. Understanding Others’ Content
   a. Listening to understand rather than preparing your remarks
   b. Helping others participate in the discussion
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e. Surveying a group to determine how much agreement exists when a group is making a decision
f. Helping create a climate where others feel free to experiment with new behavior
g. Helping/Allowing others self-disclose appropriate and meaningful self information
h. Adjusting my communication behavior to meet the needs and moods of others or the communication context

V. General
a. Talking in group discussions
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VI. Assessment of Course Content
a. On a 1 to 5 scale, with 1 meaning "Not at all" and 5 meaning "Extremely," how much, if at all, do you think the course content APPLIES to your life?
b. On a 1 to 5 scale, with 1 meaning "Not at All" and 5 meaning "Extremely," how would you rate the VALUE of this course to your interpersonal relationships?
VII. YOUR Assessment of the Student Learning Outcomes for this Course:
On a 1-5 scale, with 1 meaning "Not at All" and 5 meaning "Extremely Well," how well would you assess your knowledge and application of the following:

<table>
<thead>
<tr>
<th>Scale</th>
<th>1=Not at All</th>
<th>2=Low</th>
<th>3=Moderate</th>
<th>4=High</th>
<th>5=Extremely</th>
</tr>
</thead>
</table>

1. Identify and apply a variety of theories relevant to interpersonal communication.
   - contrast interpersonal communication with other forms of communication (e.g., intrapersonal communication, impersonal communication, public communication).
   - demonstrate understanding and application of fundamental theories (e.g., models, theories) of relational dynamics

2. Analyze the role of the individual as both a sender and receiver in the communication process
   - differentiate between self-concept and self-esteem and evaluate the impact of each on communication
   - analyze the impact of perception in effective interpersonal relationships
   - assess the impact of intercultural communication and adapt communication appropriately in interpersonal communication
   - demonstrate and evaluate the use and effect of verbal and nonverbal symbols in interpersonal communication

3. Differentiate the various factors involved in communication that enhance or restrict communication effectiveness in relational systems
   - apply appropriate listening styles and assess the importance of effective listening in producing satisfying interpersonal relationships
   - assess interpersonal conflict in communication and differentiate amongst general strategies to manage conflict effectively, including the expression of emotions
   - contrast factors that contribute to supportive and defensive communication climates (e.g., honesty, empathy, provisionalism) and incorporate supportive communication behaviors
   - diagnose self-disclosure approaches and their impact in interpersonal relationships
   - evaluate the role of ethical standards on interpersonal communication and the impact of various relational challenges

Don’t forget to answer the Post-Test Self-Reflection questions in a separate (typed) document.
Self-Assessment Survey: Comparison
Interpersonal Communication

Copy your answers over from your previously completed Pre-Test and Post-Test Self-Assessment surveys. Then calculate the differences between the two “survey times.”

I. **Expressing Content**
   
<table>
<thead>
<tr>
<th>Pre-Test</th>
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<th>Difference</th>
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   a. Being brief and concise, getting to the point
   b. Being decisive, definite, and firm
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   **average:**

II. **Expressing Feelings**
   
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III. **Understanding Others' Content**
   
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   a. Listening to understand rather than preparing your remarks
   b. Helping others participate in the discussion
   c. Before agreeing or disagreeing, checking to make sure you understand what others mean
   d. Asking questions in ways that get more information than “yes” or “no”
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   **average:**
### IV. Understanding & Responding to Others' Feelings

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### VI. Assessment of Course Content

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