Workplace Communication Survey

1. The workplace emails I receive have a clear main point.
   a. Always   **b.** Usually   **c.** Sometimes   **d.** Rarely   **e.** Never

2. I can confidently express what I want to say in writing.
   a. Always   **b.** Usually   **c.** Sometimes   **d.** Rarely   **e.** Never

3. Workplace documents that I receive are well organized.
   a. Always   **b.** Usually   **c.** Sometimes   **d.** Rarely   **e.** Never

4. I create strong opening, middle, and closing parts when I write documents.
   a. Always   **b.** Usually   **c.** Sometimes   **d.** Rarely   **e.** Never

5. The tone and formality of emails at my job is appropriate.
   a. Always   **b.** Usually   **c.** Sometimes   **d.** Rarely   **e.** Never

6. I sound confident, clear, direct, and professional when I write on the job.
   a. Always   **b.** Usually   **c.** Sometimes   **d.** Rarely   **e.** Never

7. Workplace documents correctly use *their/they're, too/two/to, your/you're,* and other commonly confused words.
   a. Always   **b.** Usually   **c.** Sometimes   **d.** Rarely   **e.** Never

8. I choose precise nouns, active verbs, and clarifying modifiers when I write.
   a. Always   **b.** Usually   **c.** Sometimes   **d.** Rarely   **e.** Never

9. Workplace emails are free of sentence fragments, run-ons, rambling sentences, and other confusing constructions.
   a. Always   **b.** Usually   **c.** Sometimes   **d.** Rarely   **e.** Never

10. I avoid sentence errors in my writing.
    a. Always   **b.** Usually   **c.** Sometimes   **d.** Rarely   **e.** Never

11. The business documents I read are free of errors.
    a. Always   **b.** Usually   **c.** Sometimes   **d.** Rarely   **e.** Never

12. I write documents that are free of errors.
    a. Always   **b.** Usually   **c.** Sometimes   **d.** Rarely   **e.** Never

13. Most documents from my business have a clear, clean, attractive design.
    a. Always   **b.** Usually   **c.** Sometimes   **d.** Rarely   **e.** Never

14. I feel confident designing business documents.
    a. Always   **b.** Usually   **c.** Sometimes   **d.** Rarely   **e.** Never