

Communication Checklist

Complete the Communication Inventory. After taking the inventory, make one list of all the positive ways you communicate and another list of ways that you need to improve in the area of communication.

1 = Very Weak 2 = Weak 3 = Fair 4 = Good 5 = Excellent

	You	Your Partner
1. Does not lie. (Ephesians 4:25; Proverbs 12:19)		
2. Is not evasive, but willing to share everything. (Eph. 4:25)		
3. Never flatters.		
4. Speaks and does not clam up when under pressure or attack. (Eph. 4:25)		
5. Lets someone know in a controlled way why he/she is angry with that person. (Eph. 4:26)		
6. If bothered by someone, immediately finds time to discuss it with the offending party.		
7. Is able to constructively discuss a problem one is angry about.		
8. Does not say anything in an unloving way to someone who may be wrong.		
9. Does not say anything in a disrespectful way to someone who may be wrong.		
10. Does not use God's name in frustration, bitterness, rage or irritation. (Eph. 4:29)		
11. Does not say things to hurt others or make another feel bad. (Eph. 4:29)		

12. Says things in a way calculated to help a person understand that he/she did wrong and gives hope for improvement.		
13. Only says things that help in a conflict situation, not things that make it worse.		
14. Always conditions criticism with some note of appreciation for legitimate strengths.		
15. Does not react emotionally when verbally ignored, attacked, frustrated, etc. (Pro. 15:1; Eph. 4:31-32)		
16. Acts to diffuse conflict situations by a kind word or inquiry, in a spirit of reconciliation. (Pro. 15:1)		
17. Communicates with God in prayer every day.		
18. Communicates honestly with God.		
19. Shares significant events, concerns, each day with partner to the extent he/she desires to hear those things.		
20. Desires to pray each day with partner about common concerns and praises.		
21. Spends time with God, focusing on listening to God's Word in Scriptures.		
22. Able to speak God's Word in a situation in such a way that it produces encouragement, hope, and greater strength.		
23. Thinks carefully before speaking in tense situations. (Proverbs 15:28; 16:23; 29:20)		
24. Is able to diffuse an argument by graciously dropping a matter when it is producing a quarrel. (Proverbs 17:4)		
25. Does not answer harshly to those over whom he/she has power. (Proverbs 18:23)		
26. Able and willing to draw out the feelings and thoughts of others close to him/her. (Pro. 20:5; 1 Peter 3:7)		
27. Only speaks when well informed or knowledgeable about what should be said. (Pro. 20:15; 18:2)		

28. Does not speak about people in a way that betrays confidence or belittles them before others. Pro. 25:9, 11:13		
29. Able to rebuke others when needed. (Pro. 25:12; Romans 15:14)		
30. Able and willing to communicate the gospel or other Scripture as needed. (Pro. 31:26)		
31. Speaks respectfully about and to those in authority. (Rom. 13:7)		
32. Conversations often include words of delight and appreciation concerning one's partner.		
33. Listens carefully and attentively when rebuked or criticized. (Pro. 15:5; 18:13)		
34. Keeps verbal promises. (Proverbs 20:25; 26:18-19)		
35. Knows when and how to bring up a disagreement so that a contentious spirit is not projected. (Pro. 25:24; 26:21)		
36. Does not hurt people in jest.		
37. Usually speaks in a way that others respect. (Pro. 28:2)		
38. Is never afraid to speak up to those who disagree and to take a stand when important issues are at stake.		