



VIRTUAL COMMUNICATION EFFECTIVENESS QUIZ

Once you've taken steps to improve your virtual persona, take time to assess yourself. Consider using this quiz as a checklist to prepare for your next virtual presentation and continue to develop with the recommended next steps.

Rate your presentation characteristics during this virtual event from 1 to 7 where:

1 = Needs significant improvement | 4 = Acceptable | 7 = Needs no improvement

- _____ Was I effective in projecting presence?
- _____ Was I intentional about conveying warmth?
- _____ Did I give myself the time and space beforehand to begin the presentation calm and relaxed?
- _____ Was I intentional about conveying an interest in those attending?
- _____ Did I express openness to others' ideas and views?
- _____ Did I take steps to create trust between myself and those attending?

_____ **TOTAL**

RECOMMENDED NEXT STEPS:

32-42: Congratulations! You're an expert communicator and it seems that the shift to virtual has not affected your ability to authentically connect. As a next step we recommend [strengthening your active listening skills](#) to ensure that you're creating space for meaningful responses to the insights you're sharing.

20-31: Good job! You're well on your way to mastering the tricky art of virtual communication. As a next step we recommend you check out these [5 tips for effective communication](#), and whenever possible weave those recommendations into your virtual communication style. They should help you achieve higher scores on the items to the left.

7-19: Keep practicing! Communication is tricky, especially in a virtual setting. But the more you practice, the more effective you will become. We recommend you check out this article on [strengthening your leadership brand](#) and [boosting your self-awareness](#), which are both things you can develop that should put you more at ease next time you're asked to lead communication in a virtual setting.