

## What is your communication style?

In each situation, mark the response, which would best describe your behavior. Pick the one that "best fits" most of the time. Answer how you actually behave, not how you think you should behave.

1. When I talk to others, I like to:
  - a. get to the point
  - b. talk
  - c. tell only what I want others to know
  - d. go into great detail
  
2. At times I may be:
  - a. blunt
  - b. slow to give advice
  - c. overly strict in my interpretations
  - d. very subjective in my description of things
  
3. Most of my communications is directed towards:
  - a. being friendly with others
  - b. precision
  - c. cooperation
  - d. getting results
  
4. I am sometimes accused of:
  - a. being tentative
  - b. not listening
  - c. procrastinating
  - d. talking too much
  
5. When I am in a discussion with people, they know:
  - a. I desire the facts
  - b. I don't like surprises
  - c. Where I stand
  - d. I am enthusiastic

6. I like communication which is:
  - a. positive
  - b. logical
  - c. straightforward
  - d. calm
  
7. I like conversations which are:
  - a. stimulating
  - b. optimistic
  - c. sincere
  - d. controlled
  
8. I do not like conversations which:
  - a. create stress
  - b. are not cooperative
  - c. do not accept my view
  - d. I cannot control
  
9. I feel best when I am:
  - a. listening to others
  - b. following an agenda
  - c. telling others what to do
  - d. smooth and poised
  
10. My greatest communication weakness is:
  - a. demand for details
  - b. reacting too quickly
  - c. desire for personal attentions
  - d. speaking without adequate preparation
  
11. Most of the people I work with think of me as:
  - a. neighborly
  - b. cautious
  - c. open to change
  - d. sincere
  
12. My greatest need is to be:
  - a. with people
  - b. given time to adjust to changes
  - c. encouraged
  - d. given frank direction and evaluation

13. The basic idea of communications is to:
- a. cooperate with others
  - b. gain power over others
  - c. persuade others
  - d. bring things under control
14. When I use written communications, I tend to:
- a. be too brief or not write at all
  - b. oversell an idea
  - c. go by the book
  - d. over document or write long messages
15. I function best in an environment which:
- a. is free
  - b. includes other people
  - c. is organized
  - d. is pleasant
16. Conversations that motivate me the most give me:
- a. a challenge
  - b. comfort
  - c. friendly relationships
  - d. recognition
17. When those around me are under stress, I tell them:
- a. what to do
  - b. about the positive
  - c. to adjust to the situation
  - d. to stay calm
18. My greatest strength in talking to others is that I am:
- a. conscientious
  - b. outgoing
  - c. decisive
  - d. willing to listen



## Communication Style Score Sheet

Circle your selections and total the number in each column

Question	Column 1	Column 2	Column 3	Column 4
1	a	b	c	d
2	a	d	b	c
3	d	a	c	b
4	b	d	c	a
5	c	d	b	a
6	c	a	d	b
7	a	b	c	d
8	d	c	b	a
9	c	d	a	b
10	b	d	c	a
11	c	a	d	b
12	d	a	b	c
13	b	c	a	d
14	a	b	c	d
15	a	b	d	c
16	a	d	c	b
17	b	a	d	c
18	c	b	d	a
Totals				



After you have identified the column that had the most responses, you can determine your "communication style". The interpretations of each column are as follows:

### **Column 1- Direct Style**

In communicating with others, you like to feel you are in charge. You like a challenge, difficult assignments, and quick action. You can be very decisive in your conversations.

You may have need of improving your communications because you tend to be too much of a one-way communicator, a poor listener, and to sometimes come across as blunt.

You may want freedom, power, independence, and quick results. You will want these things to work for you and not against you in your communications with others.

### **Column 2- Talkative Style**

In communicating with others, you like to feel you are successful in persuading them. You like to be around people, to look successful, be popular and be positive. You can be very talkative.

You may have need of improving your communication because you tend to talk too much, speak without preparation, oversell an idea, and give more information than necessary.

You may want popularity, influence, acceptance, and public recognition. Be sure that these things work for you in your communications with others.

### **Column 3- Sincere Style**

In communicating with others, you like to be sincere. You like to be a member of the group and you need appreciation, stability, and time to adjust to new ideas. You may not want to tell all you know.

You may have need of improving your communication because you tend to respond slowly for information, need too much personal attention, and may be turned off by an aggressive person.

You may want to build roots, to feel needed, and to be asked- not told- what to do. Be sure these things work for you in your communications.

#### **Column 4- Organized Style**

In communicating with others, you like to be thorough. You like to feel that you are in a low-risk situation, cooperative, organized and using standard operation procedures. You can be very logical in your conversations with others.

You may have need of improving your communication because you tend to be excessively detailed, to write long memos, to overemphasize when putting things in writing, and slow to trust others.

You may want thinking time, low risk situations, cooperative relationships, organization, and long explanations. You should overcome the negative situations these behaviors can lead you into and use the positive to succeed.