

### **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 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 communication 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. Free
  - b. Includes other people
  - c. Is organized
  - d. Is pleasant
16. Conversations that motivate me 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

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				