



My
BEST
Communication
Style

Mark the response to each of the following inter-personal situations which you think would describe your behavior.

Remember to pick the one that **best** fits you most of the time. Be honest with yourself and 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 information.
- C. . . . overly strict in my interpretations.
- D. . . . very subjective in my description of things.

3. Most of my communication is directed toward:

- 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:

- A. . . . know I desire the facts.
- B. . . . know I don't like surprises.
- C. . . . know where I stand.
- D. . . . know I am enthusiastic.

6. I like communication which is:

- A. . . . positive.
- B. . . . logical.
- C. . . . straight forward.
- 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 weakness in communicating with others is my:

- A. . . . demand for details.
- B. . . . reacting too quickly.
- C. . . . desire for personal attention.
- 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:

- A. . . . be with people.
- B. . . . be given time to adjust to changes.
- C. . . . be encouraged.
- D. . . . be given frank direction and evaluation.

13. The basic idea of communication is to:

- A. . . . be cooperative with others.
- B. . . . gain power over others.
- C. . . . persuade others.
- D. . . . bring things under control.

14. When I use written communication, 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. Conversation which motivates me the most, gives me:

- A. . . . a challenge.
- B. . . . comfort.
- C. . . . friendly relationships.
- D. . . . recognition.

17. When those around me are under stress, I tell them:

- A. . . . about the positive.
- B. . . . what to do.
- 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.

**Go to the next page to
tabulate your score**

Communication Style Score Sheet

Each of us has a set of general behavior patterns. These patterns express themselves in our personality and in the way we communicate with others. If we can identify how we communicate with others, it makes us aware of how we are perceived. We can then avoid unproductive behavior and learn how to control our communication.

Directions: Circle your answers and total the number in each column.

Q#	C1	C2	C3	C4
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	_____	_____	_____	_____