

Communication Style

To assess your communication style:

You probably have your own natural style of communication that you have developed over the years and which has served you well so far. However, it may not be the most effective for your current or future role. You could be more effective by communicating in a different way to different groups of people. For each question, please choose one answer and tick the box on that line.

When I talk to others I like to:

- Get to the point
- Talk
- Tell them what I want them to know
- Go into great detail

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

At times I may be:

- Blunt
- Slow to give information
- Rigid in my interpretations
- Subjective in my descriptions

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Most of my communication is about:

- Being friendly to others
- Precision
- Co-operation
- Getting results

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

I could be accused of:

- Being cautious
- Not listening
- Putting things off
- Talking too much

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

When I speak with people they know:

- I want the facts
- I don't like surprises
- Where I stand
- I'm enthusiastic

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<input type="checkbox"/>
<input type="checkbox"/>

I like communication to be:

- Positive
- Logical
- Straightforward
- Calm

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<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

I like conversations that are:

- Stimulating
- Optimistic
- Controlled
- Sincere

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Self-Checks

I don't like conversations that:

- Cause stress
- I can't control
- Are non-co-operative
- Don't accept my view

I feel best when I'm:

- Listening to others
- Following an agenda
- Telling others what to do
- Smooth and poised

My weakest communication point is:

- Demanding details
- Reacting to quickly
- Wanting personal attention
- Failing to prepare

Most people consider me to be:

- Neighbourly
- Cautious
- Open to change
- Sincere

My greatest need is to be:

- With people
- Given time to adjust to change
- Encouraged
- Given quality feedback and direction

The purpose of communication is to:

- Co-operate with others
- Gain power over others
- Persuade others
- Bring things under control

When I write I tend to:

- Stick to the purpose
- Be to brief or not write at all
- Oversell an idea
- Write a book

I work best in an environment that:

- Is uninhibited
- Includes other people
- Is organised
- Is pleasant

Conversations motivate me through:

- Challenge
- Comfort
- Friendly relationships
- Recognition

<input type="checkbox"/>			
	<input type="checkbox"/>		
		<input type="checkbox"/>	
			<input type="checkbox"/>

When people around me are stressed, I tell them

- About the positive side of it
- What to do
- To change the situation
- To stay cool

	<input type="checkbox"/>		
<input type="checkbox"/>			
		<input type="checkbox"/>	
			<input type="checkbox"/>

My greatest communication strength is that I am

- Conscientious
- Outgoing
- Decisive
- Willing to listen

			<input type="checkbox"/>
	<input type="checkbox"/>		
<input type="checkbox"/>			
		<input type="checkbox"/>	

Now add up the number of ticks in each column to give your preferred style of communication:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Direct

Talkative

Sincere

Organised

Direct

When communicating with others you like to feel you are in charge. You enjoy a challenge, difficult assignments, and quick action. You can be very decisive in your conversations. You want freedom, power, independence and quick results.

Points to be careful of:

- You may be too brief
- You may be a one way communicator
- You may not listen well enough
- You can sometimes come across as blunt

Talkative

When communicating with others you like to feel you are persuasive and positive. You like to have people around you, and can be very talkative. You probably want to be popular, successful, influential, and for your achievements to be recognised.

Points to be careful of:

- You may talk too much or at the wrong time
- You may not prepare adequately for what you are going to say
- You may oversell an idea
- You may give more information than is wanted or needed

