

Mark the response to each of the following 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.

<p>1. When I talk to others, I like...</p> <p><input type="checkbox"/> a. get to the point</p> <p><input type="checkbox"/> b. talk</p> <p><input type="checkbox"/> c. tell only what I want others to know</p> <p><input type="checkbox"/> d. go into great detail</p>	<p>10. My greatest weakness in communicating with others is my...</p> <p><input type="checkbox"/> a. demand for details</p> <p><input type="checkbox"/> b. reacting too quickly</p> <p><input type="checkbox"/> c. desire for personal attention</p> <p><input type="checkbox"/> d. speaking with out adequate preparation</p>
<p>2. At times I may be...</p> <p><input type="checkbox"/> a. blunt</p> <p><input type="checkbox"/> b. slow to give information</p> <p><input type="checkbox"/> c. overly strict in my interpretations</p> <p><input type="checkbox"/> d. very subjective in my description of things</p>	<p>11. Most of the people I work with think of me as...</p> <p><input type="checkbox"/> a. neighborly</p> <p><input type="checkbox"/> b. cautious</p> <p><input type="checkbox"/> c. open to change</p> <p><input type="checkbox"/> d. sincere</p>
<p>3. Most of communication is directed toward...</p> <p><input type="checkbox"/> a. being friendly with others</p> <p><input type="checkbox"/> b. precision</p> <p><input type="checkbox"/> c. cooperation</p> <p><input type="checkbox"/> d. getting results</p>	<p>12. My greatest need is to be...</p> <p><input type="checkbox"/> a. with people</p> <p><input type="checkbox"/> b. given time to adjust changes</p> <p><input type="checkbox"/> c. encouraged</p> <p><input type="checkbox"/> d. given frank direction and evaluating</p>
<p>4. I am sometimes accused of...</p> <p><input type="checkbox"/> a. being tentative</p> <p><input type="checkbox"/> b. not listening</p> <p><input type="checkbox"/> c. procrastinating</p> <p><input type="checkbox"/> d. talking too much</p>	<p>13. The basic idea of communication, I tend to...</p> <p><input type="checkbox"/> a. cooperate with others</p> <p><input type="checkbox"/> b. gain power over others</p> <p><input type="checkbox"/> c. persuade others</p> <p><input type="checkbox"/> d. bring things under control</p>
<p>5. When I am in a discussion with people, they...</p> <p><input type="checkbox"/> a. know I desire the facts</p> <p><input type="checkbox"/> b. know I don't like surprises</p> <p><input type="checkbox"/> c. know where I stand</p> <p><input type="checkbox"/> d. know I am enthusiastic</p>	<p>14. When I use written communication, I tend to...</p> <p><input type="checkbox"/> a. be too brief or not write at all</p> <p><input type="checkbox"/> b. oversell an idea</p> <p><input type="checkbox"/> c. go by the book</p> <p><input type="checkbox"/> d. over-document or write long messages</p>
<p>6. I like communication which is...</p> <p><input type="checkbox"/> a. positive</p> <p><input type="checkbox"/> b. logical</p> <p><input type="checkbox"/> c. straight forward</p> <p><input type="checkbox"/> d. calm</p>	<p>15. I function best in an environment which...</p> <p><input type="checkbox"/> a. is free</p> <p><input type="checkbox"/> b. includes other people</p> <p><input type="checkbox"/> c. is organized</p> <p><input type="checkbox"/> d. is pleasant</p>
<p>7. I like conversation which is...</p> <p><input type="checkbox"/> a. stimulating</p> <p><input type="checkbox"/> b. optimistic</p> <p><input type="checkbox"/> c. sincere</p> <p><input type="checkbox"/> d. controlled</p>	<p>16. Conversations which motivate me the most gives me...</p> <p><input type="checkbox"/> a. a challenge</p> <p><input type="checkbox"/> b. comfort</p> <p><input type="checkbox"/> c. friendly relationships</p> <p><input type="checkbox"/> d. recognitions</p>
<p>8. I don't like conversations which...</p> <p><input type="checkbox"/> a. create stress</p> <p><input type="checkbox"/> b. are not cooperative</p> <p><input type="checkbox"/> c. don't accept my view</p> <p><input type="checkbox"/> d. I cannot control</p>	<p>17. When those around me are under stress, I tell them...</p> <p><input type="checkbox"/> a. about the positive</p> <p><input type="checkbox"/> b. what to do</p> <p><input type="checkbox"/> c. to adjust to the situation</p> <p><input type="checkbox"/> d. to stay calm</p>
<p>9. I feel the best when I am...</p> <p><input type="checkbox"/> a. listening to others</p> <p><input type="checkbox"/> b. follow an agenda</p> <p><input type="checkbox"/> c. telling others what to do</p> <p><input type="checkbox"/> d. smooth and poised</p>	<p>18. My greatest strength in talking to others is that I am...</p> <p><input type="checkbox"/> a. conscientious</p> <p><input type="checkbox"/> b. outgoing</p> <p><input type="checkbox"/> c. decisive</p> <p><input type="checkbox"/> d. willing to listen</p>

COMMUNICATION STYLE SCORE SHEET

Directions: Circle your selections and total the number in each column

	<u>I.</u>	<u>II.</u>	<u>III.</u>	<u>IV.</u>
1.	a	b	c	d
2.	a	d	b	c
3.	d	b	c	a
4.	c	d	b	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: _____

Interpretation

You have been asked to select words and terms which “best fit” how you communicate with others. Identifying how you perceive your communications can help you understand how you come across to others and help communications be more productive.

When you have identified the column, which has the most responses, you can determine your “communication style.” The interpretation of each column is as follows:

Column I – Direct Style

In communication 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 brief, a one-way communicator, a poor listener, and sometimes come across too blunt. You may want freedom, power, independence, and quick results. You will want these things to work for you, not against you in your communications with others.

Column III – Sincere Style

In communications with others you like to be sincere. You like to be a member of a 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 communications 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 II – Talking Style

In communications with others, you feel you are successful in persuading them. You like to be around people, to look successful, being popular, and to be positive. You can be very talkative. You tend to speak without preparations, 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 IV – Organized Style

In communication 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 communications because you tend to be excessively detailed, write long memos, 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 situation these behaviors can lead you into. And use the positive to success.