

Communication Style Assessment

DETERMINING YOUR OWN COMMUNICATION STYLE

This simple, unscientific assessment will assist you in knowing your own communication style and that of those around you. It will enhance your ability to better communicate for sales, teambuilding, and general understanding of people.

In each of the eight groups of four phrases circle only one phrase that best describes you. Then circle the one phrase that least describes you. You will have two responses for each question.

Name: _____

- | | <u>Most</u> | <u>Least</u> |
|--|-------------|--------------|
| 1. When I am speaking I am... | | |
| • soft spoken | C | A |
| • speak loudly | B | D |
| • speak self-assuredly | A | C |
| • speak unemotionally | D | B |
| 2. When I am speaking I... | | |
| • have a calm, friendly tone | C | A |
| • speak rapidly | B | C |
| • cut off small talk | D | B |
| • try to control the conversation | A | D |
| 3. While listening I... | | |
| • answer very quickly | A | C |
| • am receptive and friendly | C | A |
| • am lively and respond energetically | B | D |
| • am very attentive to what others say | D | B |
| 4. When questioning I... | | |
| • inquire about feelings | C | D |
| • seek key facts | A | B |
| • seeks more information | D | C |
| • ask "how to" questions | B | A |

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	<u>Most</u>	<u>Least</u>
5. Regarding my physical mannerisms, I ...		
• pace or move around a lot	A	C
• gesture a lot with my hands	B	D
• am more reserved in expressions	D	B
• maintain friendly eye contact	C	A
6. When I respond to people and events, I...		
• am enthusiastic	B	D
• am relaxed	C	A
• am restless	A	C
• keep my distance	D	B
7. When interacting with others, I...		
• am friendly	C	A
• observe without interrupting	D	B
• try to take charge	A	C
• express feelings openly	B	D
8. When I respond to tasks or relationships, I...		
• am spontaneous	B	D
• draw quick conclusions	A	C
• respond cautiously	D	B
• am cooperative and systematic	C	A

Scoring:

Add up all our A, B, C, and D responses and list the totals below.

A = _____

B = _____

C = _____

D = _____

Total 16