

Circle 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.

1. When I talk to others, I like to 1. Get to the point 2. Talk 3. Tell only what I want others to know 4. Go into great detail	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
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	11. Most of the people I work with think of me as a. Neighborly b. Cautious c. Open to change d. Sincere
3. Most of my communication is directed toward a. Being friendly with others b. Precision c. Cooperation d. Getting results	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
4. I am sometimes accused of a. Being tentative b. Not listening c. Procrastinating d. Talking too much	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
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	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
6. I like communication which is a. Positive b. Logical c. Straightforward d. Calm	15. I function best in an environment which a. Is free b. Includes other people c. Is organized d. Is pleasant
7. I like conversation which are a. Stimulating b. Optimistic c. Sincere d. Controlled	16. Conversation which motivates me the most gives me a. A challenge b. Comfort c. Friendly relationships d. Recognition
8. I don't like conversations which a. Create stress b. Are not cooperative c. Don't accept my view d. I cannot control	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
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	18. My greatest strength in talking to others is that I am a. Conscientious b. Outgoing c. Decisive d. Willing to listen

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 communications.

In this instrument, you are asked to select the words and phrases that “best fit” how you communicate with others. Remember there are no right or wrong answers. Be honest with yourself and answer how you actually behave, not how you think you should.

COMMUNICATION STYLE SCORE SHEET

Directions:

Circle your selections and total the number in each column.

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
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	<u>c</u>	<u>b</u>	<u>d</u>	<u>a</u>

Totals _____

INTERPRETATION

You have been asked to select words and term 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:

<p>COLUMN 1 – Direct Style</p> <p>In Communicating 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 conservations.</p> <p>You may have need of improving your communications because you tend to be too brief, a one-way communicator, a poor listener, and to sometimes come across as blunt.</p> <p>You may want freedom, power independence, and quick results. You will want these things to work for you and not against you in your communications with others.</p>	<p>COLUMN III – Sincere Style</p> <p>In communicating 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 ass you know.</p> <p>You may have need to 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.</p> <p>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.</p>
<p>COLUMN II – Talkative Style</p> <p>In communicating with others, you like to feel you are successful in persuading them. You like to be around people, to look successful, be popular, and to be positive. You can be very talkative.</p> <p>You may have need of improving your communications because you tend to talk too much, speak without preparation, oversell an idea, and give more information than necessary.</p> <p>You may want popularity, influence, acceptance, and public recognition. Be sure that these things work for you in your communications with others.</p>	<p>COLUMN IV – Organized Style</p> <p>In communicating 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.</p> <p>You can be very logical in your conversations with others.</p> <p>You may have need to improving your communications because you tend to be excessively detailed, to write long memos, to overemphasize when putting things in writing, and slow to trust others.</p> <p>You may want thinking time, low-risk situations, cooperative relationships, organization, and long explanations. You should overcome the negative situations these behaviors can lead you into and use the positive to succeed.</p>

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