

# Communication Style Questionnaire

Answer this questionnaire according to how you usually interact with others. Your answers should reflect how you are most of the time, in most situations and with most people. Read each set of statements. Circle the letter on each that indicates your behavior in that situation.

1.  S Prefers to work independently or dictate the relationship conditions  
 O Prefers to work with others or be included in relationships
2.  O Easy to get to know personally in business or unfamiliar social environments  
 S More difficult to get to know personally in business or unfamiliar social environments
3.  I Naturally approaches risk or change more slowly or cautiously  
 D Naturally approaches risk or change more quickly or spontaneously
4.  S Shows less enthusiasm than the average person  
 O Shows more enthusiasm than the average person
5.  S Goes with own agenda  
 O Goes with the flow
6.  I Infrequent contributor to group conversations  
 D Frequent contributor to group conversations
7.  D Tends to express own views more readily  
 I Tends to reserve the expression of own opinions
8.  S Focuses conversation on issues and tasks at hand; stays on subject  
 O Conversation reflects personal life experiences; may stray from “business at hand”
9.  D Tends to naturally decide more quickly or spontaneously  
 I Tends to naturally decide more slowly or deliberately
10.  O Flexible about how own time is used by others  
 S Disciplined about how own time is used by others
11.  D More naturally assertive behavior  
 I More naturally reserved behavior
12.  S Makes most decisions based on goals, facts or evidence  
 O Makes most decisions based on feelings, experiences or relationships
13.  I Infrequent use of gestures and voice intonation to emphasize points  
 D Frequently uses gestures and voice intonation to emphasize points

14. **O** Greater natural tendency toward animated facial expressions or Observable body responses during speaking and listening  
**S** More limited facial expressions or observable body responses during speaking and listening.
15. **D** More likely to make emphatic statements like “This is so!” “I feel...”  
**I** More likely to make qualified statements like “According to my sources...”
16. **I** Tends to adhere to the Letter of the Law  
**D** Tends to interpret the Spirit of the Law
17. **S** Tends to keep important personal feelings private: tends to share only when necessary  
**O** Tends to be more willing to show or share personal feelings more freely
18. **D** More likely to introduce self to others at social gatherings  
**I** More likely to wait for others to introduce themselves at social gatherings

**Total number of circled:**

**S**'s \_\_\_\_\_ **O**'s \_\_\_\_\_ **I**'s \_\_\_\_\_ **D**'s \_\_\_\_\_

**I** + **O** = \_\_\_\_\_ = my \_\_\_\_\_ score

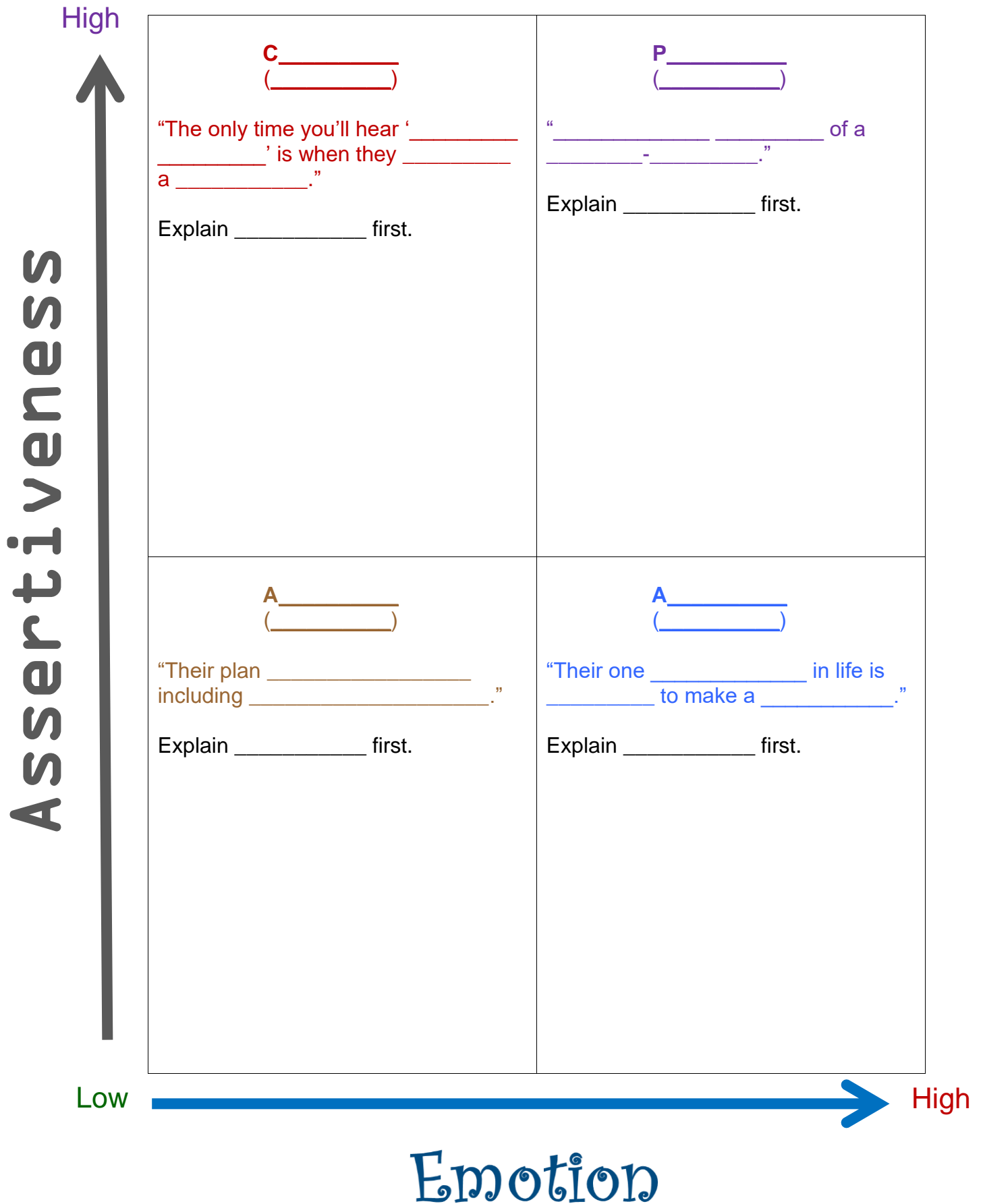
**I** + **S** = \_\_\_\_\_ = my \_\_\_\_\_ score

**S** + **D** = \_\_\_\_\_ = my \_\_\_\_\_ score

**O** + **D** = \_\_\_\_\_ = my \_\_\_\_\_ score

**Total should add up to 36**

# Communication Styles Chart



# Communication Styles

## Adaptability:

- Doesn't mean \_\_\_\_\_.
- Doesn't mean \_\_\_\_\_ your identity.
- Does mean adjusting your \_\_\_\_\_ & \_\_\_\_\_  
(emotions) and your \_\_\_\_\_ & \_\_\_\_\_  
(assertiveness).
- Your willingness to adapt refers to your \_\_\_\_\_.
- Your ability to adapt refers to your \_\_\_\_\_.

## Expanding Adaptability:

A _____	
A _____	
C _____	
P _____	

<b>FACTORS:</b>	<b>AMIABLE</b>	<b>ANALYTICAL</b>	<b>CONTROLLER</b>	<b>PROMOTER</b>
<i>How to Recognize:</i>	They like positive attention, to be helpful & to be regarded warmly.	They seek a lot of data, ask many questions, behave methodically & systematically.	They like their own way; decisive & strong viewpoints.	They get excited... about anything fun.
<i>Tends to Ask:</i>	Why? (the personal non-goal question.)	How? (the technical analytical question.)	What (the results oriented question.)	Who? (the personal dominant question)
<i>What They Dislike:</i>	Rejection, treated impersonally, uncaring & unfeeling attitudes.	Making an error, being unprepared, spontaneity.	Someone wasting their time trying to decide for them.	Boring explanations/wasting time with too many facts.
<i>Reacts to Pressure and Tension By:</i>	Becoming silent, withdraws, introspective.	Seeking more data & information.	Taking charge taking more control.	"Selling" their ideas or argumentative.
<i>Best way to Deal With:</i>	Be supportive; show you care.	Provide lots of data & information.	Let them be in charge.	Get excited with them. Show emotion.
<i>Likes To Be Measured By:</i>	Friends, close relationships.	Activity & busyness that leads to results.	Results, Goal-oriented.	Applause, feedback, recognition.
<i>Must Be Allowed To:</i>	Relax, feel, care, know you care.	Make decisions at own pace, not cornered or pressured.	Get into a competitive situation. Likes to win.	Get ahead quickly. Likes challenges.
<i>Will Improve With:</i>	A structure of goals & methods for achieving each goal.	Interpersonal and communication skills.	A position that requires cooperation with others.	Recognition & some structure with which to reach the goal.
<i>Likes to Save:</i>	Relationships. Friendship means a lot to them.	Face. They hate to make an error, be wrong or get caught without enough info.	Time. They like to be efficient, get things done now.	Effort they rely heavily on hunches, intuition, feelings.
<i>For Best Results:</i>	Care & provide detail, specific plans & activities to be accomplished.	Structure a framework or "track" to follow.	Allow them freedom to do things their own way.	Inspire them to bigger & better accomplishments.