

COMMUNICATIONS STYLE CHECKLIST

This checklist will help you to identify your own preferred communication style so that you come across knowledgably, with confidence and empathy. The ability to communicate is an essential life skill and everyone has their own style that they naturally adapt and develop to suit the different environments they operate in. Our need to educate, inform, persuade or entertain drives our communications.

There are four basic communication styles that can be described by the way you act in the majority of your communications. Do you need to:

- Take a very active role in the communications.
- Connect and empathize with others.
- Have time to think and respond.
- Follow a logical path.
- Use a combination of the four.

To find out whether or not you favour a particular way of communicating read the following statements and highlight those which best describe *how you like* to behave when communicating if there were no other aspects to consider and address.

Be honest with yourself so that you get a true picture of your style. It is only by knowing who you really communicate that you will be able to develop your communication skills to suit any situation you encounter.

<p style="text-align: center;">ACTIVE</p> <p>When I'm talking I tend to miss others reactions because I'm so involved. I can express myself clearly. I interrupt a speaker if I disagree with what they are saying. I am happy to select a topic and pace for a discussion. I tend to talk more than I listen. I'm happy to talk or discuss a topic whilst doing something else. Talking about a topic is preferable to thinking about it. If my interest is not engaged I will try to end or divert the discussion I make sure my views are heard even if it means interrupting. I find my attention drifting if I get bored</p>	<p style="text-align: center;">LOGICAL</p> <p>I prefer to anticipate or deal with potential areas of confusion or conflict up front. My written communications get straight to the point. When I'm interrupted I lose my train of thought and find it hard to regain my flow. I do not like it when discussions stray from the point. When things are written down I am happiest. I take time to select the best way to communicate my message – face-to-face, call, memo, email etc. I am happiest when meetings follow a timed agenda. I like to have 'to do' lists so I can cross things off as they're done. Conflict in the work place is natural and I deal with it constructively.</p>
<p style="text-align: center;">CONNECTIVE</p> <p>Shifting off topic does not bother me. I frequently repeat statements to check my understanding is correct. I am aware and watch others body language when talking. I recognize if I am not being understood. I seek others to contribute by asking relevant questions. I am happy to listen to others rather than have to talk. I am watch others and alter my pace or language, for example, to ensure they understand what I'm saying. I can easily appreciate another's viewpoint. I will write several drafts when communicating important or sensitive information.</p>	<p style="text-align: center;">THINKING</p> <p>I consider the best way to present my views so others are receptive. I prefer to focus on facts and information. I express my viewpoint and ideas using charts and diagrams. I like to be in control of my gestures and posture. I take care to select the right words or phrases. I like to receive information that helps me to create or find a resolution. I find it difficult to know how best to deal with people when they become emotional. If I don't understand I prefer figure it out later rather than speak up. I find it hard to express in words my feelings and thoughts.</p>
<p>The section that you have most highlights in shows your preferred method of communication.</p> <p style="text-align: center;">Active / Connective / Thinking / Logical / COMBINER - If you have a similar number of highlights in each section.</p> <p>The more you are able to adapt your style to suit the situation and environment the more effective your communications will be.</p>	
<p>Your next step to develop and enhance your communication skills is to actively seek new opportunities that test your ability to adapt.</p>	