

## Communication Style Questionnaire

Becoming aware of your communication style and those of other people is a good place to start when you want to improve your communication skills.

Each person has a unique way of communicating. Listen to your own speech. What sorts of words do you use? Which sort of body language and what tone of voice do you often use? In what situations and under what circumstances does your communication style change?

Now, think of someone who you regard as a good communicator. Who do you know who can explain things clearly, who listens and understands what others are talking about? What is it about the way they communicate that you like? Compare your style to theirs.

Let's look more closely at your communication style. There are many communication models; Improving your communication skills will become easier once you are aware of your own communication style; how you express yourself and how others perceive you.

The questionnaire below will help you to identify your communication approaches and attitudes.

### Tick the statements that apply to you

1.	I often do more talking than listening.	A	
2.	I am more interested in facts than feelings.	T	
3.	If I get interrupted, I find it difficult to get back into the flow of what I was saying.	P	
4.	I often check to make sure I've understood what other people have said.	C	
5.	I prefer to talk about things rather than think about them.	A	
6.	I change the way I talk depending on whom I'm talking to (for example, I speak more slowly and clearly with someone whose first language is not English; I avoid using work-related jargon when talking with someone who doesn't work in the same type of job as I do).	C	
7.	I like to listen to information that will help me solve a problem or give me new ideas.	T	
8.	I can express my ideas clearly.	A	
9.	I like conversations and discussions to keep to the point.	P	
10.	I often have difficulty putting my thoughts or feelings into words.	T	
11.	I encourage other people to talk, and I ask appropriate questions.	C	
12.	When other people become emotional around me, I'm not sure how to react.	T	
13.	I use diagrams and charts to help express my ideas.	T	
14.	I often get so caught up in what I'm saying that I'm unaware of the reactions of my listeners.	A	
15.	Before I send a message, I think about the most relevant way to communicate it (in person, over the phone, in a note, email or text).	P	
16.	I like to make "to do" lists and cross things off as I complete them.	P	
17.	I often do more listening than talking.	C	
18.	I enjoy conversations and discussions that take place at the same time as doing something else.	A	
19.	I take time to find the right words that will clearly express what I want to say.	T	
20.	I can tell when someone doesn't understand what I'm saying.	C	

21.	When talking to people, I pay attention to their body language.	C	
22.	I like meetings to follow an agenda and a timetable.	P	
23.	I will stop a speaker in mid-sentence if I disagree with a statement they have made.	A	
24.	If I don't understand something, I tend to keep it to myself and figure it out later.	T	
25.	I try to divert or end conversations that don't interest me.	A	
26.	To be really clear, I like to see things in writing.	P	
27.	I find it easy to see things from someone else's point of view.	C	
28.	I get straight to the point in emails.	P	
29.	If I find a conversation boring, I'll let my mind drift away.	A	
30.	My body language and gestures are quite controlled.	T	
31.	If I'm writing a formal letter or one with difficult or sad news, I often write it out several times before I send it.	C	
32.	If I have something relevant to add, I'll interrupt someone to ensure my views are heard.	A	
33.	I accept differences and conflict as a normal part of any work environment, and I know how to address them constructively.	P	
34.	I am completely at ease when a conversation shifts to the topic of feelings.	C	
35.	I try to anticipate and predict possible causes of confusion, and I deal with them up front.	P	
36.	I enjoy leading a conversation (e.g. choosing the topic, controlling the pace).	A	
37.	I present my ideas so that others are receptive to my point of view.	T	

Now add up how many of each letter you ticked.

A's	
C's	
T's	
P's	

- If you ticked mostly A's you are an Active communicator.
- If you ticked mostly C's you are a Connector.
- If you ticked mostly T's you are a Theorist.
- If you ticked mostly P's you are a Purposeful communicator.
- If (which is quite likely) you had similar scores on two or more communications styles, you use a combination of styles and communicate in different ways in different situations.

We will review the styles at the workshop.

**Source**  
**Brilliant Communication Skills – Gill Hasson**