

COMMUNICATION STYLES QUESTIONNAIRE

This questionnaire is designed to analyse the way you tend to behave with other people in the work environment. Please complete the questionnaire and score sheet by following the instructions below.

INSTRUCTIONS

1. Print off the document. On the following pages there are 20 statements, each of which is followed by four different endings.
2. For each statement indicate the ending that best describes your behaviour but circling one response. If two choices seem equally like you, try to choose the one most like your behaviour most of the time
3. Imagine you at work to give an accurate depiction of your 'professional' rather than personal approach
4. There are no right or wrong answers. You should try to be as honest as possible when completing the questionnaire in order to get a useful and accurate analysis
5. It should take approximately 10-15 minutes to complete all 20 questions. Go with your gut feel, and complete every question
6. Once completed, turn to the last Answer Page. Against each of the 20 questions (rows) highlight the response that you circled (in the columns)
7. Now total the number of highlighted responses in each column and write the total in the box at the bottom of each column
8. Multiply each of the scores by 5 to give you a % scores, checking that they total 100%. The highest score indicates your style preference. You may have a joint top score – this is quite typical and an indication of how you may sometimes view the same situation differently
9. Anything over 30% is considered 'visible' i.e. a recognised by others as part of your style
10. Contact us via www.enviableworkplace.com to discover what this means for you and your workplace

COMMUNICATION STYLES QUESTIONNAIRE

- 1 I am likely to impress others as:
 - a) Practical and to the point
 - b) Emotional and somewhat stimulating
 - c) Supportive and dependable
 - d) Intellectually oriented and somewhat serious

- 2 In communicating with others, I may:
 - a) Express frustration with those who do not have their facts straight
 - b) Tend to ignore those who talk about 'long range' and direct my attention to what needs to be done right now
 - c) Show impatience with ideas that show little originality
 - d) Show little interest with those whose ideas are obviously not thought through and therefore risky

- 3 Sometimes I suspect I may come across to others as being:
 - a) Too agreeable or pliable
 - b) Too dominating or too intensive
 - c) Overly concerned with the specifics to the point of nit picking
 - d) Too emotional or overly dramatic

- 4 When I am working on a project, I want to:
 - a) Work with people who are creative and interested in innovation
 - b) Be stimulated and involved with people
 - c) Have time to gather facts and make sure the project develops systematically and logically
 - d) Work with people who want to get results quickly

- 5 In any organisation, I like to:
 - a) Give my opinions. I can take advice from people already successful in the area, but not from people with no track record
 - b) Make my own decisions based on the facts at hand. I can accept direction if I understand the logic behind it
 - c) Be giving out orders or work independently. I don't waste time on "How are we going to do this?" I just want to do it
 - d) Work collaboratively with people, not alone. I can accept advice and direction from positive authorities

- 6 In any organisation, I like to:
 - a) Review the situation for any deficiencies on my part and take new actions accordingly
 - b) Create a new hypothesis quickly
 - c) Keep in mind all the basic or history to date and pin point all key obstacles. I modify my game plan after much thinking
 - d) Analyse the motivations of others and develop a new feel for the situation

- 7 When I communicate in writing to someone I don't know, I usually try to:
- a) Give the background and purpose of the letter in some detail
 - b) Convey some of who I am and my style
 - c) Relate my reason for writing and highlight what I want, need or expect of the other person
 - d) Show my main points and how they relate to our future goals
- 8 In terms of how I think about time, I usually concentrate on:
- a) My long-range goals or dreams and how to get there. I'm not very disciplined in the use of time
 - b) My immediate actions and whether they work for today
 - c) How what I'm planning my affect other people
 - d) Ensuring the actions I take fit into the systematic programme I've set up
- 9 When I meet people socially, I am likely to consider whether:
- a) They're creative and exciting
 - b) They're open and friendly
 - c) They know what they're doing and can get things done
 - d) They seem thoughtful and reflective
- 10 When faced with people who hold a different point of view, I usually try to:
- a) Keep my composure and help others see things logically
 - b) Place myself in their shoes and see their point of view
 - c) Find several places we agree on in order to build on these and move forward towards the future
 - d) Rely on my abilities to pull ideas together and convince others of my ideas
- 11 If I were to speak before a group who didn't know me well, I would leave the impression of being:
- a) A pragmatic 'mover' who could assist the group in solving problems
 - b) A broad-range thinker capable of making innovative contributions
 - c) A lively person clearly in touch with the groups mood and needs, thus able to make an impact
 - d) A systematic thinker who could help the group analyse it's problems and needs
- 12 In tense meetings, I occasionally:
- a) Let my hair down and express feelings better left unsaid
 - b) Attempt to bulldoze my opinions through because I'm frustrated by the process
 - c) Miss the forest for the trees by getting caught up in the details
 - d) Am swayed by others who are strong personalities but not necessarily correct in the situation
- 13 Sometimes when my behaviour seems extreme, others might feel I am:
- a) Dominating, tough and harsh
 - b) Dependant, conforming or unsure
 - c) Moody, excitable or unpredictable
 - d) Highly unemotional or detached

- 14 I feel satisfied with myself when I:
- a) Solve a problem using a logical method
 - b) Develop new thoughts and create ideas that can be implemented
 - c) Get more things accomplished than I'd planned
 - d) Understand and respond in a helpful way to the feelings of others
- 15 I find I am most convincing when I am able to:
- a) Stimulate people with new ideas and excite them into action
 - b) Be in touch with my own feelings and resonate those of others
 - c) Present options to people and help them choose an alternative
 - d) Use logic and facts to persuade people of my point of view
- 16 When others pressure me, I am likely to be overly:
- a) Concerned with proving myself with immediate actions
 - b) Emotional and get carried away with my feelings
 - c) Concerned with what others think and tend not to take action
 - d) Analytic and critical of others
- 17 In difficult situations, my approach sometimes results in being:
- a) Too involved with ideas and concepts alone
 - b) So concerned with others that I don't think about my own situation
 - c) So concerned with settling the battle and wanting to get to the future that I might misjudge the present situation
 - d) Too concerned with here and now and getting and doing what I want
- 18 I like it when others tell me they think I am:
- a) Intellectually gifted
 - b) A person who knows where he/she is going is going to get there and is going to get there
 - c) Creative and stimulating
 - d) A dependable person who comes through for them
- 19 Where there's interference on a project, I usually think it's best to:
- a) Be original and say what I think
 - b) Stick to logical, systematic and proven approach
 - c) Concentrate on getting what I want accomplished right now
 - d) Find out how others are feeling and make sure we can agree on a procedure
- 20 Overall I would describe myself as:
- a) Pragmatic and forceful
 - b) Stimulating and creative
 - c) Willing and supportive
 - d) Thoughtful and industrious

COMMUNICATION STYLES – ANSWER SHEET

Question number

1	A	B	C	D
2	B	C	D	A
3	B	D	A	C
4	D	A	B	C
5	C	A	D	B
6	A	B	D	C
7	C	D	B	A
8	B	A	C	D
9	C	A	B	D
10	D	C	B	A
11	A	B	C	D
12	B	A	D	C
13	A	C	B	D
14	C	B	D	A
15	C	A	B	D
16	A	B	C	D
17	D	C	B	A
18	B	C	D	A
19	C	A	D	B
20	A	B	C	D

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