

PERSONAL COMMUNICATION STYLES

QUESTIONNAIRE

STEP ONE

In each of the five boxes below, examine the four descriptive adjectives as they may or may not describe you. In each box rank the adjective that most nearly describes you as “7”, the next closest adjective as “5”, the next closest adjective as “3”, and the word that least closely describes you as “1”. Each box should have four adjectives ranked 7, 5, 3, and 1 (no ties).

1. _____ A. STUBBORN
_____ B. PERSUASIVE
_____ C. GENTLE
_____ D. HUMBLE

2. _____ A. COMPETITIVE
_____ B. PLAYFUL
_____ C. OBLIGING
_____ D. OBEDIENT

3. _____ A. ADVENTUROUS
_____ B. LIFE-OF-THE-PARTY
_____ C. MODERATE
_____ D. PRECISE

4. _____ A. DETERMINED
_____ B. CONVINCING
_____ C. GOOD-NATURED
_____ D. CAUTIOUS

5. _____ A. ASSERTIVE
_____ B. OPTIMISTIC
_____ C. LENIENT
_____ D. ACCURATE

STEP TWO

Transfer your responses to this answer sheet and then total columns A, B, C, and D.

	A	B	C	D
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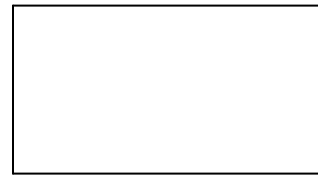
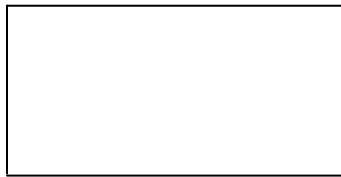
1.				
2.				
3.				
4.				
5.				

TOTAL				
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PERSONAL COMMUNICATION STYLES

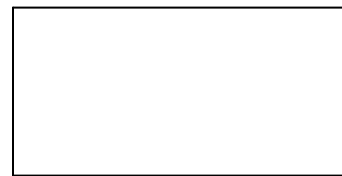
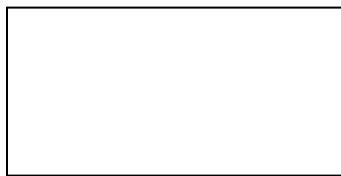
BLUE

RED



D

A



C

B

GOLD

GREEN

PERSONAL COMMUNICATION STYLES

STYLES & STRATEGIES

GOLD	GREEN
<p><u>Their Behavior</u></p> <ul style="list-style-type: none">- will publicly acquiesce to plan but may privately hold resentments- will listen and be reluctant to offer opinions- will be uncomfortable with change <p><u>Their Needs</u></p> <ul style="list-style-type: none">- needs to be probed for real concerns- needs to have positive aspects stressed <p><u>Your Response</u></p> <ul style="list-style-type: none">- be understanding, supportive	<p><u>Their Behavior</u></p> <ul style="list-style-type: none">- will talk excitedly and touch on several areas in a random fashion- will be reluctant to focus on facts <p><u>Their Needs</u></p> <ul style="list-style-type: none">- needs to be responded to on personal, not factual level <p><u>Your Response</u></p> <ul style="list-style-type: none">- begin with small talk- be friendly – use a lot of facial expressions

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STYLES & STRATEGIES

BLUE	RED
<p><u>Their Behavior</u></p> <ul style="list-style-type: none">- will listen and will ask many questions- will avoid offering overt acceptance of plan <p><u>Their Needs</u></p> <ul style="list-style-type: none">- needs to see whole picture<ul style="list-style-type: none">• background• analysis• future- needs to be drawn out <p><u>Your Response</u></p> <ul style="list-style-type: none">- give them many facts – use sound reasoning- be serious	<p><u>Their Behavior</u></p> <ul style="list-style-type: none">- will talk and give opinions- will focus on facts more than feelings <p><u>Their Needs</u></p> <ul style="list-style-type: none">- need bottom line information- needs clearly stated objectives <p><u>Your Response</u></p> <ul style="list-style-type: none">- be direct- give facts only – eliminate excessive small talk- stress future goals