



Communication Styles Quiz

Your Communication Style

Set forth below are descriptions of the four principle Communication Styles. These styles balance two factors:

- (1) emotiveness: the extent to which a person is task-oriented or people-oriented and
- (2) assertiveness: the extent to which a person tends to ask or tell.

Please review the following descriptions of the 4 communication style tendencies and check off the characteristics which best describe your communication style at work.

AMIABLE

- Friendly; concerned for others' feelings
- Relationship-oriented
- Values acceptance and stability in circumstances
- Slow with big decisions; dislikes change
- Builds networks of friends to help do work
- Good listener
- Easy-going; likes slow, steady pace
- Timid about voicing contrary opinions

ANALYZER

- Values accuracy in details and being right
- Plans thoroughly before deciding to act; persists
- Prefers to work alone
- Introverted; quick to think and slow to speak; closed about personal matters
- Highly organized; even plans spontaneity!
- Cautious, logical, thrifty approach
- Focused on the task at hand



EXPRESSIVE

- Values enjoyment and helping others with the same
- Full of ideas and impulsive in trying them
- Wants work to be fun for everyone
- Talkative and open about self; asks others' opinions; loves to brainstorm
- Flexible; easily bored with routine
- Intuitive, creative, spontaneous, flamboyant approach
- Optimistic

DRIVER

- Hard-working, ambitious
- Values getting the job done
- Decisive, risk-taker
- Good at delegating work to others
- Not shy but private about personal matters; comes on strong in conversation
- Likes to be where the action is
- Take charge, enterprising, competitive, efficient
- Fearless; no obstacle is too daunting

Add up the number of characteristics in each style. Which best describes your Communication Style at work? These are tendencies and it is likely that you may be in more than one area.