

## Effective Communication Styles Inventory Scoring Form A

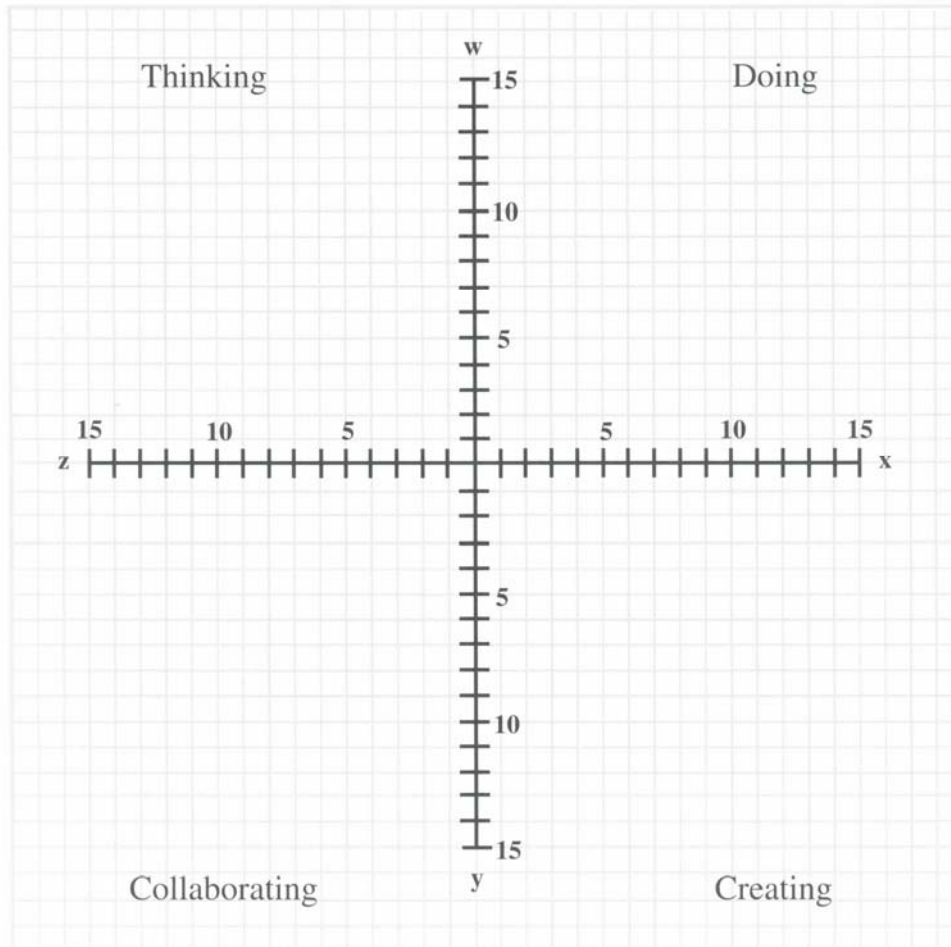
**DIRECTIONS:** Print and complete this scoring form to determine your communication style.

1. Reflect on your personal characteristics as you read across each of the 15 lines below and circle two descriptive words that best describe you on each line. This is a forced choice, so sometimes all four words will describe you, but you **MUST** select only two. Sometime none of the four words “best” describes you, however, you **MUST** select two words on each line.
2. After completing line 15, count the number of words circled on each line, (as you read across from left to right) there must only be 2 words circled on each line.
3. In each column (x, z, w, and y), count the number of words circled and indicate the “total” circled in the box provided.
4. Your “total” scores for each column represent four “points” (w, x, y, z), take these four points and graph them on the scoring grid which follows. When plotting your points, remember zero is in the middle of the graph no matter which direction you are plotting (left, right, up, or down).
5. Draw a four sided figure to connect the four points (in other words when you connect your four points they **MUST** make a square, rectangle, in other words a four sided figure. **DO NOT DRAW A KITE.** The largest area (length x width) of the four sided figure drawn represents your dominant communication style as indicated by the words you selected. If you disagree about your style, go back and review the words you selected.
6. Read the summary page for information about your style.

X	Z	W	Y
1. <b>disputes the issue</b>	<b>unruffled</b>	<b>focused</b>	<b>sociable</b>
2. will take a chance	flexible	rational	sympathetic
3. <b>spur-of-the-moment</b>	<b>prudent</b>	<b>composed</b>	<b>extraverted</b>
4. directs others	asks	pensive	lively
5. <b>decisive</b>	<b>ponders</b>	<b>diligent</b>	<b>gregarious</b>
6. takes control	collaborates	independent	amicable
7. <b>self-assured</b>	<b>noncommittal</b>	<b>orderly</b>	<b>demonstrative</b>
8. convincing	open-minded	thorough	free-thinking
9. <b>will fight for</b>	<b>will defend</b>	<b>effective</b>	<b>good-hearted</b>
10. wants to win	hopeful	pragmatic	young-at-heart
11. <b>eager</b>	<b>diplomatic</b>	<b>systematic</b>	<b>innovative</b>
12. confident	accepting	pains taking	high-strung
13. <b>dominant</b>	<b>mild</b>	<b>plans</b>	<b>talkative</b>
14. insistent	sensible	exact	helpful
15. <b>urgent</b>	<b>constant</b>	<b>conventional</b>	<b>good-natured</b>

## Scoring Grid

### Effective Communication Styles Scoring Grid



# Effective Communication Styles Inventory *Summary*

## THINKING/PLANNING

### ASK FOR:

- \* data
- \* information
- \* facts

### FOCUSED ON:

- \* process
- \* task
- \* goal
- \* doing things the right way

### UNDER STRESS:

- \* avoid

### NEED/Like:

- \* logical thinking
- \* documentation
- \* rational approach
- \* careful planning

## SUPPORTING/COLLABORATING

### ASK FOR:

- \* information re: others' skills/interests
- \* input
- \* feedback

### FOCUSED ON:

- \* people
- \* relationships
- \* collaborations
- \* how situations "feel"

### UNDER STRESS:

- \* acquiesce or yield

### NEED/Like:

- \* friendliness
- \* participation
- \* inclusion
- \* involvement

## DOING/DIRECTING

### TELL ABOUT:

- \* progress to goals
- \* actions required
- \* solutions to problems

### FOCUSED ON:

- \* task
- \* goal
- \* winning/being successful
- \* making things happen

### UNDER STRESS:

- \* become autocratic and tell

### NEED/Like:

- \* options
- \* flexibility
- \* directness
- \* conciseness

## VISIONING/CREATING

### TELL:

- \* visions
- \* ideas
- \* stories, analogies

### FOCUSED ON:

- \* big picture
- \* models/theories/concepts
- \* bringing visions into reality

### UNDER STRESS:

- \* blame others

### NEED/Like:

- \* to understand how the details fit their picture
- \* innovation and creativity
- \* others to handle the details