

**Effective Communications Styles Inventory
Scoring Form A**

DIRECTIONS: 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. Sometimes 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.

X	Z	W	Y	
1. Disputes the issue	Unruffled	Focused	Sociable	
2. Will take a chance	Flexible	Rational	Sympathetic	
3. Spur-of-the-moment	Prudent	Composed	Extroverted	
4. Directs others	Asks	Pensive	Lively	
5. Decisive	Ponders	Diligent	Gregarious	
6. Takes control	Collaborates	Independent	Amicable	
7. Self-assured	Noncommittal	Orderly	demonstrative	
8. Convincing	Open-minded	Thorough	Free-thinking	
9. Will fight for	Will defend	Effective	Good-hearted	
10. Wants to win	Hopeful	Pragmatic	Young-at-heart	
11. Eager	Diplomatic	Systematic	Innovative	
12. Confident	Accepting	Painstaking	High-strung	
13. Dominant	Mild	Plans	Talkative	
14. Insistent	Sensible	Exact	Helpful	
15. Urgent	Constant	Conventional	Good-natured	
				= 30

Once you have completed steps 1 to 2 above, please turn this page over for instructions on the next steps.

Effective Communications Styles Inventory Instructions, continued.

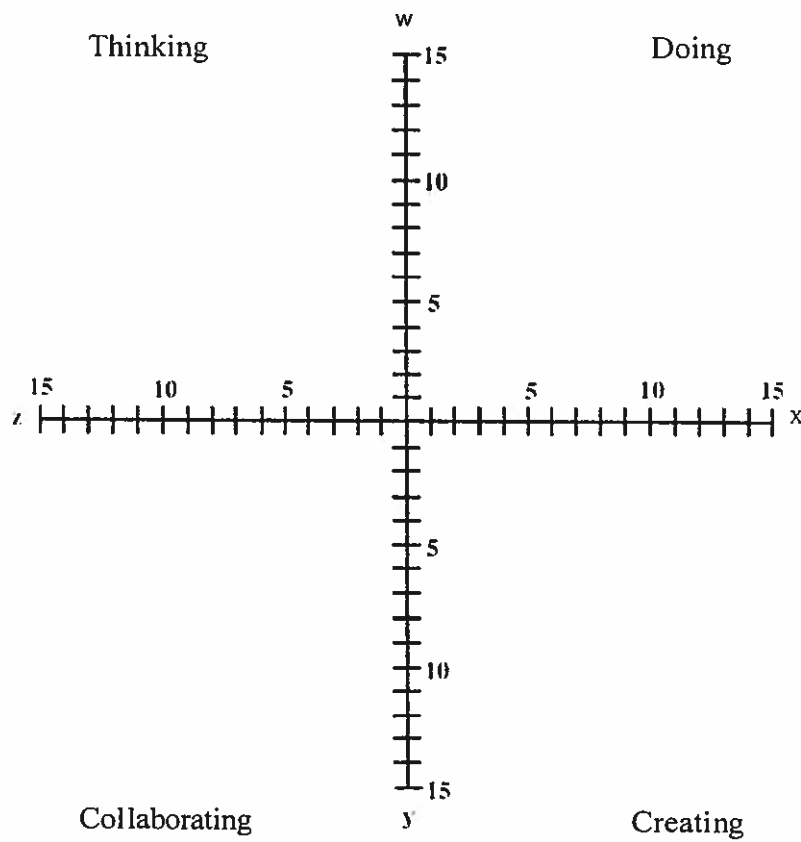
3. In each column (x, z, w, and y), count the number of words circled and indicate the "total" circled in the box provided.
4. Your "total" scores for each column represent four "points" (w, x, y, z). Take these four points and graph them on the scoring grid which follows. When plotting your points, remember zero is in the middle of the graph no matter which direction you are plotting (left, right, up, or down).
5. On the Scoring Grid, draw a square or rectangle with each of the four points marked in Step 4 marking one of the sides (the exact shape will depend on the placement of the points). Note: you are not to directly connect the dots (which would create a kite shaped object). Rather, *take the dot on the z axis and draw a line through it that is parallel with the w to y axis*. Through the point on the w axis, draw a line parallel to the z to x axis. Through the point on the x axis, draw a line parallel to the w to y axis, and finally, through the point on the y axis, draw a line parallel to the z to x axis.

The largest area (length by 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. The figure will cross over into other communication styles to the degree that your communication style is influenced by the other styles.

6. Read the summary page for information about your style.

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