### Communication Styles Inventory

**Step 1:** Record your answers to the inventory questions below.

1. _____  
2. _____  
3. _____  
4. _____  
5. _____  
6. _____  
7. _____  
8. _____  
9. _____  
10. _____  
11. _____  
12. _____  
13. _____  
14. _____  
15. _____  
16. _____

**Step 2:** Circle your answers from above as they are listed in the chart below. Total the numbers of items circled in each column and write it on the empty box at the bottom of each column.

<table>
<thead>
<tr>
<th>O</th>
<th>G</th>
<th>D</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td>1B</td>
<td>2B</td>
<td>2A</td>
</tr>
<tr>
<td>3B</td>
<td>3A</td>
<td>4A</td>
<td>4B</td>
</tr>
<tr>
<td>5A</td>
<td>5B</td>
<td>6B</td>
<td>6A</td>
</tr>
<tr>
<td>7B</td>
<td>7A</td>
<td>8A</td>
<td>8B</td>
</tr>
<tr>
<td>9A</td>
<td>9B</td>
<td>10B</td>
<td>10A</td>
</tr>
<tr>
<td>11B</td>
<td>11A</td>
<td>12A</td>
<td>12B</td>
</tr>
<tr>
<td>13A</td>
<td>13B</td>
<td>14B</td>
<td>14A</td>
</tr>
<tr>
<td>15B</td>
<td>15A</td>
<td>16A</td>
<td>16B</td>
</tr>
<tr>
<td>17A</td>
<td>17B</td>
<td>18B</td>
<td>18A</td>
</tr>
</tbody>
</table>

**Step 3:** Now, compare the “O” column with the “G” column and circle the letter that has the highest total. **O** or **G** ? ________

Then compare the “D” column with the “I” column and circle the letter that has the highest total. **D** or **I** ? ________

If you circled the G and D, you tend toward being **Direct**.
If you circled the O and D, you show many qualities of a **Socializer/Extrovert**.
If you circled the O and I, you’re predominantly **Relational**.
If you circled the G and I, you have lots of **Analyzer/Thinker** characteristics.

### Communication Styles Inventory Analysis

**RELATIONAL/SUPPORTER**
- Harmonizer
- Values acceptance and stability in circumstances
- Slow with big decisions; dislikes change
- Builds networks of friends to help do work
- Good listener; timid about voicing contrary opinions; concerned for others’ feelings
- Easy-going; likes slow, steady pace
- Friendly & sensitive; no person in unlovable
- Relationship Oriented

**ANALYZER/THinker**
- Assessor
- Values accuracy in details & being right
- Plans thoroughly before deciding to act
- 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
- Thoughtful; no problem is too big to ponder
- Idea Oriented

**SOCIALIZER/EXtrovert**
- Entertainer
- Values enjoyment and helping others with the same
- Full of ideas and impulsive in trying them
- Wants to 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
- Optimist; nothing is beyond hope
- Celebration Oriented

**DIRECT**
- Commander
- 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 approach
- Fearless; no obstacle is too big to tackle
- Results Oriented

### DEALING WITH DIFFICULT PEOPLE

**OBJECTIVES**

- Learn about different communication styles & how they impact our effectiveness in the workplace, school & community.
- Define the four primary personality styles & identify triggers and solutions to effective communicate with each style.

**Assignment #:___

**Name: ______________________  Period: __________  Date: ______**
REFLECTION

What are some key strategies you learned for dealing effectively with each of the personality styles?

RELATIONAL

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

ANALYZER/THINKER

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

SOCIAL

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

DIRECT

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

What did you learn about your dominant personality style?

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

What did this lesson teach you about yourself?

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

What was your greatest take-away (or “ah-ha” moment) from this exercise?

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________