

Using the Worksheet

- Print out one copy of the following page for each person you work closely with - and one for yourself.
- Assess each person on the style scales, according to your best observation. Refer to the other worksheets for full descriptions of each type.
- Remember: there's no right or wrong; no judgement, just observation.
- Update your assessment as you interact with each person and evaluate how your adaptation to their style improves your communication with them.

Communication Styles Observation Worksheet

Worksheet For: _____



Details	Big Picture
Written	Spoken
Informal	Formal
Just Facts.....	Small Talk
Competitive	Collaborative