



What's your style?

We all have a communication style that is influenced by our personality. Knowing our preferred style helps us communicate better with others and understand why sometimes others don't understand what we are saying.

Four communication styles

- Verbal
- Paraverbal
- Body language
- Personal space

Verbal

Verbal is connected to what you say, the way you express yourself. It is how we...

- Talk
- Write
- Listen
- Read

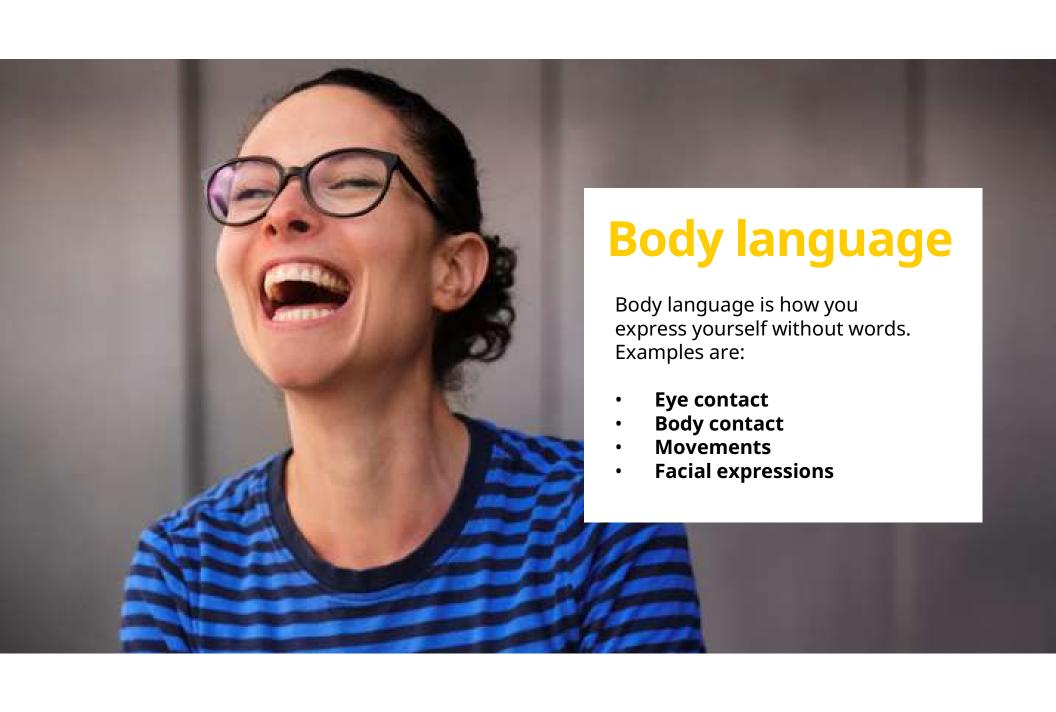


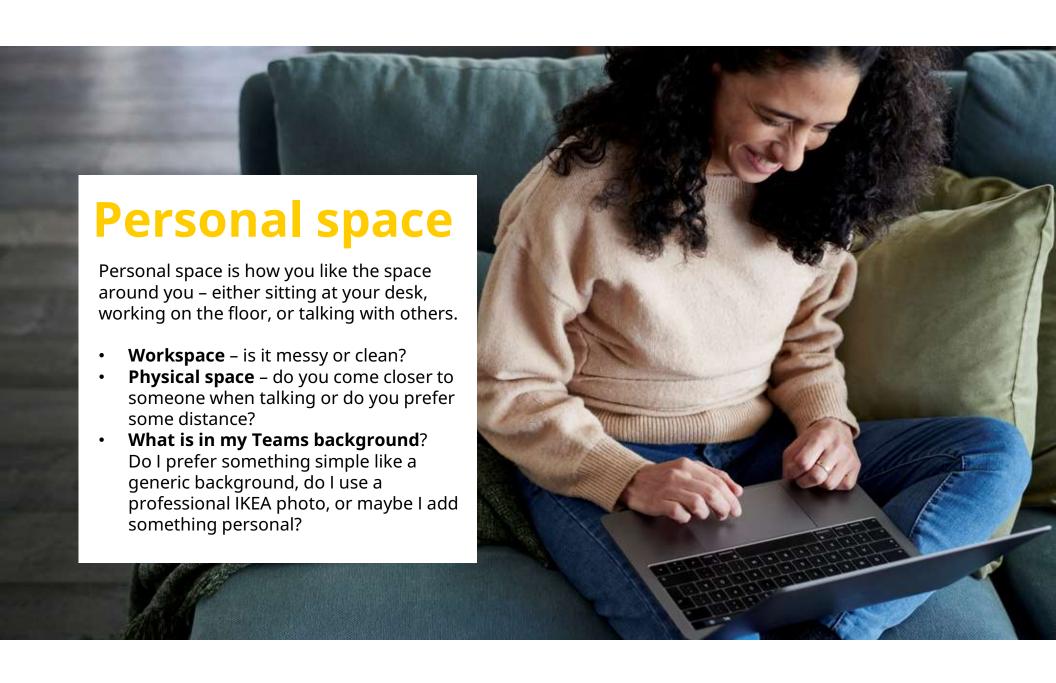


Paraverbal

Paraverbal is how you say things, the way you talk. It is about...

- **Tone** is it loud or soft?
- Tone of voice formal or informal?
- Talk do you speak quickly or slowly?
- Voice a lot of nuances or monotone?





What's your communication style?

Take a few minutes to check the box for all statements that you feel fits you and the way you are. Choose the options that first come to mind – don't overthink it and be honest to yourself! There are no rights and wrongs, no options are better than others.

Verbal	☐ Decisive ☐ Direct speech ☐ Doesn't stop to greet	□ Expresses opinions □ Persuasive	☐ Listens ☐ Close personal language ☐ Supportive language	☐ Focuses on specifics ☐ Precise language ☐ Avoids emotions
Paraverbal	☐ Speaks quickly ☐ Speaks loudly ☐ Formal speech	☐ Lots of voice inflection ☐ Energetic ☐ Speaks loudly	☐ Speaks slowly ☐ Soft tones ☐ Patient speech	☐ Little vocal variety ☐ Brief speech ☐ Even delivery
Body language	☐ Direct eye contact☐ Firm handshake☐ Bold visual appearance	☐ Quick actions☐ Lots of body movement☐ Enthusiastic handshake	☐ Gentle handshake ☐ Likes hugging ☐ Slow movement	☐ Poker face ☐ Controlled movement ☐ Avoids touching
Personal space	☐ Keeps physical distance ☐ Displays calendars in workspace	☐ Cluttered workspace ☐ Prefers small physical space ☐ Personal slogans in office	☐ Family pictures in workspace ☐ Likes side-by-side seating ☐ Carries sentimental items	☐ Strong sense of personal space ☐ Charts or graphs in workspace ☐ Tidy desktop