



CHAPTER ONE



**Written communication: how to
evaluate someone when you can't meet
in person**



Chapter Summary

In this chapter, the author explores the nuances of written communication and how it can reveal a person's character and temperament. Different writing styles correspond to the personality types associated with various colors, highlighting how detailed writing may signify a thoughtful approach, while brevity may reflect a directness. Through examples of emails, the chapter illustrates how certain phrases, tones, and structural choices reflect underlying personality traits. Recognizing these patterns can aid in better understanding and responding to individuals, especially when face-to-face communication is not possible. Ultimately, written communication is a crucial tool for assessing and connecting with others.



Understanding Written Communication



Written communication can reveal much about an individual's personality. Each person's writing style corresponds with different temperaments, marked by specific colors. Recognizing these styles can give insights into how to engage with them effectively.

The Importance of Detail

Detailed writing often indicates a thoughtful and expressive nature. Conversely, concise writing may signify straightforwardness. It is essential to read between the lines to grasp the intent behind the words.

Evaluating Emails

Emails are windows into a person's psyche. Analyzing email tone, structure, and content can alert you to underlying emotions and intentions. Each email can provide valuable hints about the sender's personality.

The Abrupt Communicator

Some individuals communicate in a direct and abrupt manner. For example, using capital letters can be perceived in various ways.

Understanding the context can help differentiate between urgency and rudeness.



The Spontaneous Writer

Others express themselves with spontaneity and warmth. Anecdotes and friendly tones in emails can reveal social and engaging personalities. Such writing often requires a personal touch in response.

The Factual Communicator

A person is seen from the back, sitting at a desk in a library. The desk is cluttered with books and papers. A small framed picture sits on the desk. The background is a large bookshelf filled with books. The lighting is warm and the overall tone is scholarly.

Some writers focus on facts without any personal embellishments. Their emails might lack emotional depth but are grounded in clarity and preparation. Recognizing this helps respond effectively.

Emotional Context

Identifying emotional undertones in written communication is crucial. Even a simple reminder email can reveal levels of concern and attention to detail, which need consideration in replies.

"Emotions often lurk in the subtext of our written words."

Responding Appropriately

A response should match the tone of the received message. Being personal with a spontaneous writer can foster rapport, while maintaining formality with factual communicators can be wise.

"Your response should reflect and match the sender's tone."

Crafting Your Writing Style



Be aware of your own writing style as it can influence how others perceive you. Tailoring your communication can strengthen relationships and ensure that messages land as intended.


The Power of Written Words



Ultimately, written communication holds tremendous power. It shapes perceptions, fosters connections, and reveals truth. Crafting your words thoughtfully can lead to better understanding.



Recap

- "The way we write is a reflection of who we are."
 - "Length can signify thoughtfulness, while brevity may suggest decisiveness."
 - "A casual note can generate connection and warmth."
 - "Clarity is key when factual communication is prioritized."
 - "Emotions often lurk in the subtext of our written words."
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Thank You

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