

Handout 15: Communication Styles

Introduction: Circle the 6 to 8 statements that describe you best. Then answer the questions on the next page.

| | | | |
|---|--|---|--|
| I understand well most things that I read | Reading is relaxing | I enjoy keeping a daily journal, calendar or planner | I leave notes for other family members |
| I look at a newspaper or book every day | I'd rather read the book than watch the movie | I recopy information that I want to remember or understand better | I take a lot of notes at meetings |
| I like to spend free time reading | To learn how to do something, I like to read the instructions | I prefer to write down my ideas before I say them | I keep in touch with people by writing notes and letters |
| Hearing other people discuss things helps me form my ideas | I keep the radio or TV on for company | I prefer to read out loud rather than silently | I learn well by discussing my ideas with others |
| I like to close my eyes and really take in the sounds around me | I remember almost everything I hear | I like to tell stories | I love to spend time on the telephone |
| I like to listen to stories about people and their lives | To learn how to do something, I like to watch and listen to someone demonstrate it | I like to take part in conversations | I like to ask questions, to understand better |

Handout 15: Communication Styles (continued)

Draw a line across the page connecting the two stars. Next draw a line from the top to the bottom of the page connecting two stars. Each quadrant represents one mode of communication. The quadrant in which you have the most items circled may be your preferred communication style:

| | |
|-----------|----------|
| reading | writing |
| listening | speaking |

It is important to note that **no communication style is better than another**. All four styles are useful and important for effective communication.

1. According to this exercise, what is your preferred communication style?
2. Does this make sense to you? why or why not?
3. Give an example of how you have used your preferred communication style in your work at Head Start.
4. According to this exercise, what is your partner's preferred communication style?
5. What does this information suggest for future communications between you and your partner?
6. What does this information suggest for future communications between you and Head Start parents?