

Communications profile

This learning tool suggests some things to monitor when you are in a group discussion. You can create your own profile, set goals and see how you change over time.

Part 1: Personal style profile

Some people are natural talkers—they “think with their tongue”. Others are private thinkers who don’t like to give an opinion until they have thought it through carefully. A good dialogue allows everyone’s voice to have a place. You can start by becoming aware of your personal style.

Put an ‘x’ in the box that describes you best. This is a tool to increase your self-awareness. Remember — people are all different. There is no “incorrect” response.

a = hardly ever; **b** = sometimes; **c** = frequently; **d** = usually; **e** = almost always

	a	b	c	d	e
I prefer listening to speaking.					
I feel nervous about speaking out until I know people in a group.					
I like to think before I speak.					
I don’t like to be asked direct questions.					
I prefer a small group dialogue to a large general discussion.					
I like to discuss ideas.					
I like to think things through by talking with others.					
I like to tell stories.					
I prefer speaking to listening.					

Part 2: Effective communication profile

I listen first before I give my own ideas.					
I acknowledge others’ contributions to a conversation.					
I ask questions to clarify things I don’t understand.					
I monitor my talk time.					
I invite others to speak if they have not had a turn.					
I avoid using the word, “But...”					
I monitor my tone of voice.					
I try to stick to the topic in a focused discussion.					

Part 3: Personal communication goals

One area I could work on in my communications profile is:

I could do this by:
