

Communication Style Quiz

For each question, tick the one answer that is most like you at work. There are no right answers, and every option is a sound way to work.

Go with your first instinct, and answer as you are on a normal day rather than your best one. It takes about three minutes. Score it on the scoring page.

1 **You need a colleague to change how they do something. You:**

- | | |
|---|---|
| ☐ A Tell them plainly what needs to change, and why. | ☐ C Pick a good moment and raise it gently. |
| ☐ B Catch them in person and talk it through with some energy. | ☐ D Write down the specifics so nothing is left unclear. |

2 **In meetings, you are usually the person who:**

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|---|--|
| ☐ A Asks for the numbers behind a claim. | ☐ C Thinks out loud and builds on other people's ideas. |
| ☐ B Gets to the point and asks for a decision. | ☐ D Notices who has not spoken and brings them in. |

3 **A long email arrives. What do you want from it?**

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|---|---|
| ☐ A A sense of how the writer feels about the issue. | ☐ C The ask, in the first line. |
| ☐ B All the detail, in order, so I can check it. | ☐ D The story. I would rather have had a call. |

4 **You disagree with a decision your manager has made. You:**

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|--|--|
| ☐ A Say so in the moment, and argue your case with feeling. | ☐ C Put the evidence together and present it. |
| ☐ B Say so once, clearly, then get on with it. | ☐ D Ask questions first, to understand their reasons. |

5 **When you explain something complicated, you lean on:**

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|---|---|
| ☐ A Steps, definitions and data. | ☐ C The headline first, then only the detail people ask for. |
| ☐ B Stories, pictures and comparisons. | ☐ D Checking as I go that people are still with me. |

6 **A teammate is upset about some feedback. You:**

- | | |
|---|---|
| ☐ A Listen until they have said everything they need to. | ☐ C Tell them about a time the same thing happened to you. |
| ☐ B Acknowledge it, then turn to what happens next. | ☐ D Go back over what was actually said, point by point. |

7 **Your ideal way to settle a tricky question at work:**

- | | |
|---|--|
| ☐ A A five-minute call. | ☐ C Everyone in a room with a whiteboard. |
| ☐ B A shared document everyone can comment on. | ☐ D A quiet one-to-one conversation. |

8 **Under pressure, other people might find you:**

- | | |
|---|--|
| ☐ A Too quiet about what you really think. | ☐ C Slow, or caught up in the detail. |
| ☐ B Blunt. | ☐ D Scattered, or a bit much. |

9 **You have to give a presentation. Most of your effort goes into:**

- | | |
|--|--|
| ☐ A Making it come alive. | ☐ C Working out what this audience needs to hear. |
| ☐ B Getting every fact right. | ☐ D Making the recommendation impossible to miss. |
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10 **There is a silence in the conversation. You:**

- | | |
|--|---|
| ☐ A Usually fill it. | ☐ C Move to the next point. |
| ☐ B Leave it, in case the other person needs the space. | ☐ D Use it to think before you answer. |
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11 **The messages you send at work are mostly:**

- | | |
|---|---|
| ☐ A Short. Often one line. | ☐ C Friendly and quick, and there are a lot of them. |
| ☐ B Structured, with bullet points or numbers. | ☐ D Carefully worded, so the tone lands right. |
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12 **Which compliment about how you communicate would mean the most?**

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|--|---|
| ☐ A "I always feel heard when I talk to you." | ☐ C "You never waste my time." |
| ☐ B "You are always accurate." | ☐ D "You make people want to be part of it." |

Score your answers

Circle the style beside each letter you ticked, then count how many times you circled each style. Your highest count is your main style and the next is your second. Most people are a blend of two.

Q	A	B	C	D
1	Direct	Animated	Considerate	Precise
2	Precise	Direct	Animated	Considerate
3	Considerate	Precise	Direct	Animated
4	Animated	Direct	Precise	Considerate
5	Precise	Animated	Direct	Considerate
6	Considerate	Direct	Animated	Precise
7	Direct	Precise	Animated	Considerate
8	Considerate	Direct	Precise	Animated
9	Animated	Precise	Considerate	Direct
10	Animated	Considerate	Direct	Precise
11	Direct	Precise	Animated	Considerate
12	Considerate	Precise	Direct	Animated

Direct
count

Animated
count

Considerate
count

Precise
count

THE STYLES

What your style means

Direct You get to the point.

You say what you mean in as few words as it takes. You lead with the conclusion, you are comfortable with disagreement, and you would rather have a short, honest conversation than a long, polite one. People always know where they stand with you.

Strengths Clear asks and quick decisions. Raises the hard thing early. Respects other people's time. **Watch for** Brevity can land as bluntness, above all in writing. May decide before quieter voices have spoken. To reach a Direct communicator: open with the ask, keep it short, and offer the detail only if they want it.

Animated You bring the energy.

You think out loud and talk with your whole face. You reach for stories, pictures and comparisons, you build on other people's ideas, and a room is livelier with you in it. You would nearly always choose a conversation over a document.

Strengths Gets people interested and on board. Makes ideas vivid and easy to remember. Keeps a group talking when it matters. **Watch for** Detail and follow-through can get lost in the enthusiasm. May fill silences that others needed for thinking. To reach an Animated communicator: talk it through in person, give them room to react, and confirm the actions in writing afterwards.

Considerate You make people feel heard.

You listen before you speak and you choose your words with the other person in mind. You notice mood and tone, you ask questions, and you would rather reach agreement than win. People bring you things they would not tell anyone else.

Strengths Builds trust and calms tense conversations. Draws out views that would otherwise stay hidden. Feedback from you is easy to accept. **Watch for** Your own view can go unsaid, or arrive too softly to register. May put off a hard message while looking for the right moment. To reach a Considerate communicator: make time, ask what they think, and do not mistake their silence for agreement.

Precise You get it right.

You like facts, structure and time to think. You prepare before you speak, you ask for the evidence behind a claim, and your written work is careful and complete. When you say something is so, people have learned that it usually is.

Strengths Accurate, well-reasoned and hard to argue with. Spots the gap in a plan before it costs anything. Clear, structured writing. **Watch for** More detail than the listener wanted. Can seem cool or slow when someone needs a quick, warm answer. To reach a Precise communicator: send the material ahead, be specific, and give them time before you ask for an answer.

Run it with your team without paper: seemypersonality.com/team-personality-assessment

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