

Communication Style Checklist

Taking your turn to speak		Notes
Timing- I speak when	Anytime Speaker takes breath Listener takes breath Speaker finishes Listener moves At key point Assume that speaker has finished	
Vocal Characteristics		Notes/Me
Tone	Formal.....Casual	
Rate	Rapid.....Slow	
Volume	Loud.....Soft	
None Verbal Characteristics		Notes/Me
Eye Contact	Hold Gaze Look away	
Facial Expression	Smile.....Serious	
Gestures	Describe	
Personal Distance	Little.....Lots	
Touch	Describe	
Posture and Body Language	Describe	
Dress style and Accessories	Describe	
Nature of Topics discussed		Notes/Me
Kinds of topics discussed	Personal Familial Professional Spiritual Community Other	
Level of self-disclosure	Open.....Closed	
Openness to new ideas	Very.....Cautious	

Treatment of Emotion			Notes/Me
Openness to discuss feelings	Open.....Hesitant		
Level of Expression	Open.....Closed		
Content of Communication			Notes/Me
Apologies	Frequency Quantity Timing	Purpose Content Style	
Requests	Frequency Quantity Timing	Purpose Content Style	
Praise	Frequency Quantity Timing	Purpose Content Style	
Disagreements	Frequency Quantity Timing	Purpose Content Style	
Feedback	Frequency Quantity Timing	Purpose Content Style	
Humor and Joking	Frequency Quantity Timing	Purpose Content Style	