

## Communication Styles

<p><b>Direct</b></p> <ul style="list-style-type: none"> <li>• Be more assertive &amp; forceful when presenting ideas</li> <li>• Stand your ground and be prepared to debate your position</li> <li>• Avoid appearing unsure, hesitant or tentative</li> <li>• Use assertive body language</li> </ul>	<p><b>Indirect</b></p> <ul style="list-style-type: none"> <li>• Avoid coming on too strong</li> <li>• Don't negate or put down their concerns, even when joking</li> <li>• Avoid coming across as too self-assured or arrogant</li> <li>• Don't overpower them with aggressive body language or close space.</li> </ul>
<p><b>Outgoing</b></p> <ul style="list-style-type: none"> <li>• Be more animated and enthusiastic</li> <li>• Spend time getting to know them personally</li> <li>• Use more eye contact, smiling and gestures</li> <li>• Express your ideas. Don't be too quiet, it may be interpreted as disinterest.</li> </ul>	<p><b>Reserved</b></p> <ul style="list-style-type: none"> <li>• Listen carefully and encourage them to talk.</li> <li>• Draw them out using open-ended questions.</li> <li>• Avoid talking too much, especially when there is silence.</li> <li>• Don't come across overly friendly or act superficially before the relationship is established.</li> </ul>
<p><b>Steady</b></p> <ul style="list-style-type: none"> <li>• Be patient. Avoid pressure for a decision.</li> <li>• Hold back snap decisions.</li> <li>• Don't rush into too much at the last minute.</li> </ul>	<p><b>Urgent</b></p> <ul style="list-style-type: none"> <li>• Speed up the pace and delivery of your presentation</li> <li>• Be ready to stop talking when they are ready to agree</li> <li>• Present your ideas quickly and succinctly</li> </ul>
<p><b>Precise</b></p> <ul style="list-style-type: none"> <li>• Be prompt and organized</li> <li>• Have facts and details assembled</li> <li>• Don't let follow-up details fall between the cracks.</li> </ul>	<p><b>Unstructured</b></p> <ul style="list-style-type: none"> <li>• Stick to the big picture and don't bring up too many details</li> <li>• Stay open to unproven ideas</li> <li>• Avoid being a perfectionist</li> </ul>