



Communications Styles in the Workplace Worksheet

You are well aware now of the four types of communication styles that dominate the way we respond to others. Each has its own pros and cons depending on their use. Knowing which styles work in which situation and with which kind of people is the key to communicating your needs effectively and efficiently.

For the given scenarios, write down how individuals with each of the four communication styles would respond. Reflect on which response is best suitable for that particular situation.

You are being asked by your boss to stay late for work to complete a task but you already have a commitment to attend to after work. You have already complied to such a request on various occasions before.	

You are unhappy about an idea being presented and want to pitch in yours.	

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Reference

[Sarma, S. \(2023\). Understanding The 4 Communication Styles In The Workplace. Retrieved 24 May 2023 from https://blog.vantagecircle.com/communication-styles-in-the-workplace/#:~:text=There%20are%204%20main%20styles,Aggressive%2C%20Aggressive%2C%20and%20Assertive.](https://blog.vantagecircle.com/communication-styles-in-the-workplace/#:~:text=There%20are%204%20main%20styles,Aggressive%2C%20Aggressive%2C%20and%20Assertive.)

You can download more Mental Health worksheets [here](#).

Please note: There may be a more up-to-date and editable version of this worksheet available [here](#) which may be more suitable to present to clients if you are a therapist or to use in a classroom as a teacher or guidance counsellor.