

Social Styles Inventory

Please answer the following questions –Answer NOT how you want to be, but how you believe others perceive you. GO WITH YOUR FIRST REACTION!

- 1. When talking to a classmate or coworker, I...**
 - A. Maintain eye contact the whole time
 - B. Alternate between looking at the person and looking down
 - C. Look around the room a good deal of the time
 - D. Try to maintain eye contact but I have to look away from time to time

- 2. If I have an important decision to make, I...**
 - A. Think it through completely before I decide
 - B. Go with my gut instinct
 - C. Consider the impact it will have on other people before I decide
 - D. Run it by someone whose opinion I respect before deciding

- 3. My office or work area at home has mostly...**
 - A. Family photos and inspirational items displayed
 - B. Inspirational art posters and awards displayed
 - C. Graphs and charts displayed
 - D. Calendars, project deadlines and goals displayed

- 4. If I'm having conflict with a co-worker or classmate, I...**
 - A. Try to help the situation along by focusing on the positive
 - B. Stay calm and try to understand the cause of the conflict
 - C. Try to avoid discussing the issue that caused the conflict entirely
 - D. Confront the issue right away so I can get it resolved as soon as possible

- 5. When I talk on the phone to a classmate or co-worker, I...**
 - A. Keep the conversation brief and focused on the purpose of the call
 - B. Spend a few minutes chatting before I get down to business
 - C. Am in NO hurry to get off the phone and don't mind chatting about personal things
 - D. I try to keep the conversation as brief as humanly possible

- 6. If a classmate or co-worker is upset, I...**
 - A. Ask if I can do anything to help
 - B. Leave him/her alone because I don't want to intrude on her privacy
 - C. Try to cheer him/her up and help her see the bright side
 - D. Feel very uncomfortable and hope he/she gets over it soon

- 7. When I attend interactive class meetings, I...**
 - A. Sit back and think about what is being said before I offer my opinion
 - B. Put all my cards on the table so my opinion is well known
 - C. Express my opinion enthusiastically and I do listen to other people's ideas
 - D. Try to support the ideas of the other people in the meeting but I'm not talking

8. When I am making a presentation in front of a group, I...
- A. Am often entertaining and humorous
 - B. Am clear and concise
 - C. Speak relatively quiet
 - D. Am direct, specific, and sometimes loud
9. When a co-worker or classmate is explaining a problem to me, I...
- A. Try to understand and empathize on how they are feeling
 - B. Look for the specific facts pertaining to their situation
 - C. Listen carefully to the main problem so I can find a solution
 - D. Use my body language and my voice to show them that I understand
10. When I attend class, I ...
- A. Get bored if the instructor moves too slowly
 - B. Try to be so supportive of the instructor because I know how hard his/her job is
 - C. Want the instructor to be entertaining as well as informative
 - D. Look for the logic behind what the instructor is saying
11. When I want to get my point across to a classmate or co-worker, I...
- A. Listen to their point of view first then express my ideas gently
 - B. Strongly state my opinion so that they will know where I stand
 - C. Try to persuade them with out being too forceful
 - D. Simply explain the thinking and logic behind what I am saying and leave it at that
12. When I am late for a meeting or appointment, I...
- A. Don't panic but call ahead to tell them I am going to be late
 - B. Feel bad about keeping the other person waiting
 - C. Get very upset and rush to get there as quickly as possibly
 - D. Apologize profusely when I arrive
13. I set goals and objectives for class and at work that...
- A. I think I can realistically obtain
 - B. I think I can obtain AND that are challenging
 - C. Are goals that I need to achieve that are a part of a bigger personal objective
 - D. Are goals that will make me feel good when I achieve them
14. When explaining a problem to a co-worker or classmate whom I need help from, I...
- A. Explain the problem in as much detail as possible
 - B. Will exaggerate the problem to make the point
 - C. Try to explain how the problem makes ME feel
 - D. Explain how I would like the problem to be solved
15. If classmates or co-workers are late for an appointment with me, I...
- A. Keep myself busy by working or making phone calls while I wait for them to arrive
 - B. Assume they were delayed a bit and don't get upset
 - C. Call to make sure I have to correct information (date, time etc.)
 - D. Get very upset that the person is wasting my time

16. When I am behind on a project and I feel pressured to get it done, I...
- A. Make list of everything I need to do in what order and by when
 - B. Block out everything else and focus on the task at hand
 - C. Become anxious and have a hard time focusing on my work
 - D. Set a date to get the project done by and I go for it
17. When I am verbally attacked by a classmate or co-worker, I...
- A. Tell them to stop it
 - B. Feel hurt but usually don't say anything about it
 - C. Ignore their anger and try to focus on the facts of the situation
 - D. Let that person know in strong terms that I do not like their behavior
18. When I see a classmate or co-worker that I have not seen in a while and I like them, I...
- A. I give them a friendly hug
 - B. I greet them, but I don't shake their hand or touch them in any way
 - C. I give them a firm but quick handshake
 - D. I give them an enthusiastic handshake that lasts a long, long, long time

When you have completed the social styles inventory, transfer your answers to the scoring sheet!