

MODULE ONE

Communication Styles Worksheet Checklist

- Communication Audit
- Passive Style Audit
- Aggressive Style Audit
- Passive-Aggressive Style Audit
- Assertive Style Audit



Communication Styles

Communication Audit



Rate each statement on a scale of 0-3 (0 = strongly disagree/ 3 = strongly agree)
The letter (A, B, C or D) with the highest score will indicate your primary communication style.

1	I don't share how I feel, what I need or what I want	
2	I feel selfish when I express my preferences	
3	I need to be nice and agreeable to be loved	
	A Total	
4	I need power and authority in order to feel good about myself	
5	I need things to go my way most of the time	
6	I feel validated when people do what I say	
	B Total	
7	I would rather avoid a situation than to say no directly	
8	I feel resentment at the demands of others, but can't say no	
9	I have expectations of others, but can't ask for what I want	
	C Total	
10	I can express my opinions without needing to be right	
11	I believe my needs and other people's needs are of equal importance	
12	I express my needs, feelings and ideas directly and honestly	
	D Total	
A = Passive Communication Style B = Aggressive Communication Style C = Passive-Aggressive Communication Style D = Assertive Communication Style		Keep in mind: these are types of communication, not people

Communication Styles

Passive Style Audit



Rate each statement on a scale of 0-3 (0 = strongly disagree/ 3 = strongly agree)

0-24 – This is likely your secondary/alternative communication style

25 and above – This is likely your primary communication style

1	I avoid conflict at all costs	
2	I tend to please others at my own expense	
3	I feel as if others have control over me	
4	I tend to remain quiet & don't share how I feel, what I need or want	
5	I tend to put myself down	
6	I usually apologize when I express myself or ask for something	
7	Rarely, if ever, do I express disagreement with others	
8	I give in to unreasonable demands from others	
9	I tend to not share my opinions or give feedback	
10	I usually do not say or do anything that might attract disapproval	
11	I tend to make myself as small as possible	
12	I will look down, avoid eye contact, slouch shoulders or speak softly	
13	Others needs are more important than mine	
14	Others have rights, I don't	
15	Others contributions are valuable, mine are not worth as much	
16	I've always been overly considerate (I haven't practiced saying no)	
17	I was taught to be perfectly obedient	
18	My requests, needs and boundaries are not respected	
19	There was no template for assertive communication in my family	
20	I have a fear of rejection	
21	I tend to feel helplessness	
23	Resentment – I feel like I am being used by others	
24	I feel a reduced sense of self respect	
Total		

Communication Styles

Aggressive Style Audit



Rate each statement on a scale of 0-3 (0 = strongly disagree/ 3 = strongly agree)

0-24 – This is likely your secondary/alternative communication style

25 and above – This is likely your primary communication style

1	I believe I need to win at any expense	
2	I tend to get and maintain a sense of control over others	
3	I do not like to wait for what I want and try to get what I want immediately	
4	I want to get even when I feel I have been slighted	
5	I clearly express my feelings and wants despite any other view even if others think I am being unreasonable or invalid	
6	I tend to dismiss, ignore or insult the needs, wants or opinions of others	
7	I will intimidate others into doing what I want	
8	I need to “blow off steam”	
9	I will make myself as big as possible and don’t care if I come off threatening	
10	My eye contact is usually fixed and intense	
11	I am told my voice is unnecessarily loud	
12	My needs are more important and more justified than others: I have rights, others don’t	
13	My contributions are valuable, others are usually wrong as I know best	
14	If others are afraid of me, they will make fewer demands of me	
15	I need to feel power and authority in order to feel worthy	
16	When people do as I say, I feel validated and correct	
17	If I don’t use aggression, no one will listen to me	
18	I had an aggressive parent	
19	Historically I have had low self esteem that leaves me feeling threatened by minor challenges	
20	I feel victorious when I win or when I am right	
Total		

Communication Styles

Passive-Aggressive Style Audit



Rate each statement on a scale of 0-3 (0 = strongly disagree/ 3 = strongly agree)

0-24 – This is likely your secondary/alternative communication style

25 and above – This is likely your primary communication style

1	I typically get my own way without directly confronting others	
2	I usually don't get intensely angry, instead, I use an indirect strategy to get what I need from others	
3	I tend to forget things, will be late regularly or unaware (I didn't know)	
4	I will talk about my coworkers negatively to my boss	
5	I get a "headache" when I don't want to go out	
6	I under-function in household chores so that someone else does them	
7	I avoid confrontation from others by denying my intent	
8	I don't express my emotions openly, rather I hide them and will be indirect	
9	I am entitled to get my own way, even after making commitments or agreements with others	
10	I am not responsible for my actions; others are usually at fault	
11	There are no consequences for denying aggression	
12	I am not in control of my own life and I am not in control of my behaviours	
13	I experience intense anger and a desire for control, but fear the consequences of expressing this anger directly	
14	Both the passive and aggressive style sound like me	
15	I have a desire to be rescued	
16	I have a fear of being rejected if I were more direct	
17	I tend to resent the demands of others	
18	I fear being confronted	
19	I feel shame and guilt at the thought of letting others down	
Total		

Communication Styles

Assertive Style Audit



Rate each statement on a scale of 0-3 (0 = strongly disagree/ 3 = strongly agree)

0-24 – This is likely your secondary/alternative communication style

25 and above – This is likely your primary communication style

1	I believe self respect is maintained by both myself and others	
2	I can express myself without needing to be right all the time	
3	I believe that no one controls another person	
4	I feel authenticity and intimacy in my relationships	
5	I express my needs, feelings and ideas directly and honestly	
6	I hold ideas loosely; I don't assume that I am always right and that others will agree with me	
7	I allow others to hold their own perspective without discounting or dismissing them	
8	I usually have relaxed body language when talking to others	
9	My eye contact is frequent, but not intense when talking to others	
10	My voice quality and voice tone is clear and even when expressing myself	
11	I receive positive feedback from others with regards to my communication	
12	My needs + others needs are of equal importance	
13	I have just as much right to express myself as anyone else	
14	Each individual has something valuable to contribute	
15	I am responsible for my behaviour	
16	I feel a healthy sense of self and self esteem	
17	I feel positive about myself, and the way I treat others	
18	I feel a sense of competence	
19	I feel my contributions and my needs are valuable	
Total		