

Communication Style Survey Template

All questions are optional. Follow each question's directions.

Write your answers to the open questions in the space provided.

Think about routine communication in the team named in the invitation. Choose what would help you work effectively, recognizing that some tasks need different arrangements. Every question is optional. Responses will inform a team discussion; they do not change existing working-hour or urgent-response arrangements. Do not name colleagues or share confidential messages.

1. For a routine update that does not need an immediate reply, which format do you prefer?

- ☐ Email
- ☐ A team chat message
- ☐ A shared task or document update
- ☐ A scheduled verbal update
- ☐ It depends on the task
- ☐ No preference

2. For a complex topic that needs your input, what starting format helps you most?

- ☐ Written context before a conversation
- ☐ A conversation before written follow-up
- ☐ A shared document to comment on
- ☐ A visual example or demonstration
- ☐ It depends on the topic
- ☐ No preference

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3. Which cue would most help you understand when a reply is needed?

- ☐ A specific reply-by time or date
- ☐ A clear statement that no reply is needed
- ☐ A priority label with an agreed meaning
- ☐ An explanation of what depends on my reply
- ☐ It depends on the message
- ☐ Not sure

4. What preparation would most help you contribute to a scheduled discussion?

- ☐ An agenda with the decision to make
- ☐ A short background summary
- ☐ Questions to consider in advance
- ☐ Relevant examples or data
- ☐ No advance material for routine discussions
- ☐ Something else
- ☐ Not sure

5. How would you prefer to receive detailed feedback on your work?

- ☐ Written comments first, then a conversation if useful
- ☐ A private conversation first, then written notes
- ☐ Comments directly on the work
- ☐ A scheduled review with time to prepare
- ☐ It depends on the work
- ☐ No preference

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6. For non-urgent messages written outside your working hours, which practice would you prefer?

- ☐ Schedule delivery for my next work period
- ☐ Send with a clear note that a reply can wait until my next work period
- ☐ Use a shared space I can check during my working hours
- ☐ It depends on the task
- ☐ No preference

7. What is one communication rule you would like the team to discuss?
