

Preferred Methods of Communication

Extraversion

Communicate energy and enthusiasm
Respond quickly without long pauses to think
Focus of talk is on people and things in the external environment
Need to moderate expression
Seek opportunities to communicate in groups
Prefer face-to-face over written communication
In meetings, like talking out loud before coming to conclusions

Sensing

Like evidence (facts, details, and examples) presented first
Want practical and realistic applications shown
Rely on direct experience to provide anecdotes
Use an orderly step-by-step approach in presentations
Like suggestions to be straightforward and feasible
Refer to a specific example
In meetings, are inclined to follow the agenda

Thinking

Prefer to be brief and concise
Want the pros and cons of each alternative to be listed
Can be intellectually critical and objective
Convinced by cool, impersonal reasoning

Present goals and objectives first
Consider emotions and feelings as data to weigh
In meetings, seek involvement with tasks

Judging

Want to discuss schedules and timetable\$ with tight deadlines
Dislike surprises and want advance warning

Expect others to follow through, and count on it
State their positions and decisions clearly

Communicate results and achievements
Talk of purpose and direction
In meetings, focus on the task to be done

Adapted from *Talking in Type* by Jean Kummerow, Center for Applications of Psychological Type, 1985.

Introversion

Keep energy and enthusiasm inside
Like to think before responding
Focus is on internal ideas and thoughts

Need to be drawn out
Seek opportunities to communicate one-to-one
Prefer written over face-to-face communication
In meetings, verbalize already well thought out conclusions

Intuition

Like global schemes, with broad issues presented first
Want possible future challenges discussed
Rely on insights and imagination to provoke discussion
Use a round-about approach in presentations
Like suggestions to be novel and unusual

Refer to a general concept
In meetings, are inclined to use the agenda as a starting point

Feeling

Prefer to be sociable and friendly
Want to know why an alternative is valuable and how it affects people
Can be interpersonally appreciative
Convinced by personal information, enthusiastically delivered
Present points of agreement first
Consider logic and objectivity as data to value
In meetings, seek involvement with people

Perceiving

Willing to discuss the schedule but are uncomfortable with tight deadlines
Enjoy surprises and like adapting to last-minute changes
Expect others to adapt to situational requirements
Present their views as tentative and modifiable
Communicate options and opportunities
Talk of autonomy and flexibility
In meetings, focus on the process to be appreciated