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

**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

**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

**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

**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

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

**Judging**
Willing to discuss the schedule but are uncomfortable with tight deadlines
Dislike surprises and want advance warning

**Perceiving**
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.