

Communication Styles A Self Assessment Exercise

Communication styles a self assessment exercise is an invaluable tool for individuals seeking to improve their interpersonal skills, foster better relationships, and enhance workplace productivity. Understanding your own communication style allows you to recognize your strengths and identify areas for growth, ultimately leading to more effective interactions with colleagues, friends, and family. In this comprehensive guide, we will explore the various communication styles, how to perform a self-assessment exercise, and practical steps to develop a more adaptable communication approach.

Understanding Communication Styles

Effective communication is the cornerstone of successful relationships—both personal and professional. However, people have different ways of expressing themselves and interpreting others. Recognizing these styles helps in tailoring your approach to ensure clearer understanding and more meaningful exchanges.

Common Communication Styles

While individual communication behaviors may vary, psychologists often classify communication styles into four primary categories:

1. **Passive:** Avoids expressing opinions or feelings, often yielding to others.
2. **Aggressive:** Expresses thoughts and feelings in a forceful, sometimes confrontational manner.
3. **Passive-Aggressive:** Indirectly expresses negative feelings, often through subtle digs or sarcasm.
4. **Assertive:** Clearly and respectfully expresses thoughts, feelings, and needs.

Each style has its own advantages and disadvantages. Recognizing where you fall on this spectrum is the first step toward self-improvement.

Why Conduct a Self-Assessment Exercise?

Performing a self-assessment of your communication style offers several benefits:

- Increased Self-Awareness: Understand your default communication patterns.
- Enhanced Relationships: Adapt your style to better meet others' needs.
- Conflict Resolution: Recognize and modify behaviors that may cause misunderstandings.
- Personal Growth: Develop more effective communication skills over time.

A structured self-assessment exercise provides clarity and actionable insights, serving as a foundation for improving your interactions.

How to Conduct a Communication Style Self-Assessment

The process involves reflection, feedback, and analysis. Here are the steps to guide you through an effective self-assessment exercise:

1. Reflect on Past Interactions

Begin by recalling recent conversations or situations where you needed to communicate your thoughts or feelings. - Were you able to express yourself openly? - Did you often hold back or feel uncomfortable? - How did others respond to your communication? Journaling these experiences can help identify patterns.

2. Use Self-Assessment Questionnaires

Several online tools and questionnaires are available to help evaluate your communication style. These typically include statements like: - "I find it easy to say no when I disagree." - "I tend to avoid conflict." - "I express my opinions confidently." Rate your agreement on a scale (e.g., 1 to 5), then analyze your responses to determine your dominant style.

3. Seek Feedback from Others

Ask trusted colleagues, friends, or family members to provide honest feedback about your communication habits. Questions might include: - How do I handle disagreements? - Am I a good listener? - Do I express my feelings effectively? This external perspective offers valuable insights and may highlight blind spots.

4. Analyze Your Responses and Feedback

Compare your self-assessment results with feedback received. Look for consistencies and discrepancies. For example, you might see yourself as assertive, but others perceive you as passive or aggressive.

5. Identify Your Strengths and Areas for Improvement

Create a list highlighting: - Your communication strengths (e.g., active listening, clarity). - Behaviors that may hinder effective communication (e.g., interrupting, avoiding conflict).

Developing Flexibility in Communication

While understanding your default style is essential, developing adaptability is equally important. Sometimes, different situations require different approaches.

Strategies for Improving Your Communication Style

1. **Practice Active Listening:** Focus fully on the speaker, show engagement, and clarify understanding.
2. **Express Emotions Appropriately:** Share feelings honestly but respectfully.
3. **Use 'I' Statements:** Communicate personal perspectives without blaming others (e.g., "I feel upset when...").
4. **Manage Emotions:** Stay calm and composed, especially during conflicts.
5. **Be Open to Feedback:** Accept constructive criticism as a growth opportunity.
6. **Practice Assertiveness:** Balance honesty with respect, advocating for yourself without infringing on others' rights.

Implementing Your Self-Assessment Insights

Once you have identified your communication style and areas for improvement, set actionable goals:

1. Set Specific Goals

- For example, if you tend to be passive, aim to voice your opinions in meetings. - If you are aggressive, practice active listening and patience.

2. Develop a Personal Action Plan

Outline steps to achieve your goals, such as: - Enrolling in communication skills workshops. - Reading relevant books on effective communication. - Practicing mindfulness to control emotional reactions.

3. Monitor Progress

Keep a journal or log to reflect on your interactions and progress over time.

4. Adjust and Refine

Regularly review your goals and strategies, making adjustments as needed.

Conclusion

Communication styles a self assessment exercise is a powerful starting point for anyone looking to improve their interpersonal skills. By understanding your default style, seeking feedback, and practicing targeted strategies, you can become a more effective communicator. Remember, flexibility and self-awareness are key. Effective communication is not static; it is a skill that can be developed and refined with conscious effort and ongoing reflection. Investing time in self-assessment and growth not only enhances your relationships but also boosts your confidence and professional success. Start today by taking a honest look at your communication habits and commit to becoming a more assertive, empathetic, and adaptable communicator.

Communication styles a self-assessment exercise is an invaluable tool for individuals seeking to enhance their interpersonal skills, improve workplace relationships, and foster more effective interactions in both personal and professional settings. This exercise involves evaluating one's predominant ways of communicating, understanding the nuances and impacts of these styles, and identifying areas for growth. By engaging in a structured self-assessment, individuals can gain insights into their communication habits, adapt their approaches to different situations, and develop a more conscious and strategic way of engaging with others. In this article, we will explore various communication styles, the importance of self-assessment, methods to conduct such exercises, and how to leverage the insights gained to improve overall communication effectiveness.

Understanding Communication Styles

Effective communication is the cornerstone of successful relationships, teamwork, leadership, and conflict resolution. People tend to have distinct communication styles influenced by personality, cultural background, experiences, and current circumstances. Recognizing these styles is essential for self-awareness and for adapting one's approach to achieve desired outcomes.

Common Communication Styles

While there are many ways to categorize communication styles, a widely accepted framework includes four primary types: 1. Assertive 2. Aggressive 3. Passive 4. Passive-Aggressive Each style has its characteristics, advantages, and disadvantages.

Assertive Communication - Features: - Clear, direct, and respectful expression of thoughts and feelings. - Balances expressing oneself while respecting others. - Uses "I" statements to communicate needs and boundaries. - Pros: - Promotes mutual understanding. - Builds trust and respect. - Facilitates problem-solving. - Cons: - May be perceived as too blunt in certain cultural contexts. - Requires confidence and skill to maintain.

Aggressive Communication - Features: - Expresses thoughts and feelings in a forceful or dominating way. - Often dismisses others' viewpoints. - Uses blame, criticism, or commands. - Pros: - Can be effective in asserting authority quickly. - Sometimes necessary in high-stakes situations. - Cons: - Can damage relationships. - Creates defensiveness and resentment. - Often leads to conflicts.

Passive Communication - Features: - Avoids expressing feelings or needs. - Often yields to others' desires. - May exhibit hesitation, silence, or indirectness. - Pros: - Avoids conflict. - Can maintain harmony temporarily. - Cons: - Leads to frustration and resentment. - Might be misunderstood as agreement or indifference. - Limits personal influence.

Passive-Aggressive Communication - Features: - Indirectly expresses negative feelings. - Uses sarcasm, silent treatment, or subtle digs. - Avoids direct confrontation. - Pros: - Can serve as a temporary outlet for frustration. - Cons: - Creates confusion and mistrust. - Damages relationships over time. - Hinders effective resolution.

The Importance of Self-Assessment in Communication

Self-assessment exercises serve as a mirror, allowing individuals to reflect on how they communicate and the effects of their communication style on others. Key reasons to undertake

such exercises include:

- Increased Self-Awareness: Recognize your default style and its impact.
- Enhanced Flexibility: Learn to adapt to different contexts and audiences.
- Improved Relationships: Foster understanding and reduce conflicts.
- Personal Growth: Identify areas for development and skill-building.
- Better Leadership: Lead more effectively by understanding your communication influence.

Without self-awareness, efforts to improve communication can be misguided or superficial. Self-assessment exercises help to pinpoint unconscious habits, emotional triggers, and patterns that may hinder effective exchanges.

How to Conduct a Communication Style Self-Assessment Exercise

Embarking on a self-assessment involves a structured process that typically includes reflection, feedback, and analysis. Here are practical steps to guide the exercise:

1. Reflect on Past Interactions

- Think about recent conversations where you experienced success or difficulty.
- Identify moments when you felt misunderstood, frustrated, or particularly effective.
- Note your typical responses in various scenarios, such as conflict, negotiation, or casual conversations.

2. Use Self-Assessment Questionnaires

- Many standardized tools exist, such as the Thomas-Kilmann Conflict Mode Instrument or the DISC assessment.
- These questionnaires help identify your predominant communication style based on your responses to hypothetical situations.

3. Seek Feedback from Others

- Ask colleagues, friends, or family members to describe how they perceive your communication.
- Use open-ended questions like, "How do you usually see me express myself in conversations?"
- Be open to constructive criticism and avoid defensiveness.

4. Observe Your Behavior

- During interactions, pay attention to your verbal and non-verbal cues.
- Are you assertive, passive, or aggressive?
- Notice patterns in your tone, body language, and choice of words.

5. Analyze Your Findings

- Compare your self-assessment with others' perceptions.
- Identify discrepancies or confirmations.
- Recognize situations where your style shifts or causes issues.

6. Set Goals for Improvement

- Based on your assessment, define specific, measurable objectives.
- For example: "I will practice assertive communication by expressing my needs directly in meetings."
- Develop

action steps and monitor progress over time.

Leveraging Self-Assessment Insights for Better Communication

Once you have a clear understanding of your communication style, the next step is to utilize these insights constructively.

Strategies for Enhancing Your Communication Skills

- Adopt an Assertive Approach: Even if your default is passive or aggressive, practicing assertiveness can lead to more balanced interactions. - Develop Emotional Intelligence: Recognize your emotional triggers and manage reactions accordingly. - Tailor Your Style: Adjust your communication based on the context and the person you are engaging with. - Improve Listening Skills: Active listening fosters understanding and reduces misunderstandings. - Seek Continuous Feedback: Regularly ask for input to refine your approach.

Features of an Effective Self-Assessment Exercise

- Honesty: Be truthful about your habits and tendencies. - Objectivity: Avoid self-criticism; focus on constructive insights. - Openness: Be receptive to feedback and willing to change. - Consistency: Regular assessments help track growth and identify new areas for improvement. - Action-Oriented: Translate insights into concrete steps for change.

Challenges and Limitations of Self-Assessment Exercises

While self-assessment exercises are beneficial, they come with certain limitations: - Bias: Personal perceptions may be overly positive or negative. - Lack of Awareness: Some habits are unconscious, making them hard to identify. - Misinterpretation: Feedback from others can be subjective or influenced by their biases. - Overgeneralization: Relying solely on one assessment tool may oversimplify complex behaviors. - Resistance to Change: Recognizing flaws is only the first step; implementing change can be challenging. To mitigate these issues, combine self-assessment with external feedback, ongoing learning, and practical application.

Conclusion

Communication styles a self-assessment exercise is an essential process for anyone aiming to improve their interpersonal effectiveness. By understanding the primary modes of communication—assertive, aggressive, passive, or passive-aggressive—individuals can gain insights into their natural tendencies and how these influence relationships. Conducting a comprehensive self-assessment involves reflection, seeking feedback, observing behavior, and setting actionable goals. The benefits include increased self-awareness, better adaptability, reduced conflicts, and enhanced personal and professional relationships. While challenges exist,

a committed and honest approach to self-evaluation can lead to meaningful growth. Ultimately, mastering the art of self-assessment empowers individuals to communicate more consciously, build stronger connections, and foster environments of mutual respect and understanding.

In the age of digital learning, downloading Communication Styles A Self Assessment Exercise has redefined the way knowledge is accessed, shared, and consumed. As educational ecosystems increasingly embrace technology, digital books have become central to academic study, professional development, and personal enrichment. The convenience of instant access allows learners to engage with content at any time, supporting a culture of self-directed learning and continuous research.

One of the most transformative aspects of digital access is flexibility. With downloadable formats, Communication Styles A Self Assessment Exercise can be read on a wide range of devices, including laptops, tablets, and smartphones. This adaptability enables learners to study in environments that suit their preferences and schedules. Whether during travel, at home, or in professional settings, digital books make learning more consistent and accessible.

Portability is a major advantage that distinguishes digital resources from traditional printed books. Thousands of titles can be stored on a single device, allowing users to build extensive personal libraries without physical limitations. With Communication Styles A Self Assessment Exercise available digitally, learners no longer need to carry heavy textbooks or worry about storage space. This portability encourages frequent reading and efficient use of time.

Cost-effectiveness is another key benefit of digital learning materials. Many platforms offer free or affordable access to books and scholarly resources, reducing financial barriers to education. For students and independent learners, the ability to download Communication Styles A Self Assessment Exercise without significant expense makes higher-quality learning resources more accessible. Affordable access promotes intellectual curiosity and lifelong learning.

Interactivity further enhances the value of digital books. PDF versions of Communication Styles A Self Assessment Exercise often include features such as highlighting, note-taking, bookmarking, and keyword search. These tools allow readers to engage actively with the text, improving comprehension and retention. For academic and professional users, interactive features streamline research and support more efficient information processing.

Search functionality is particularly beneficial for learners working with complex or extensive materials. Instead of manually scanning pages, users can locate specific concepts or references within seconds. This capability supports analytical reading and helps users connect ideas across different sections of the text. Downloading Communication Styles A Self Assessment Exercise digitally transforms reading into a more strategic and productive activity.

Reputable digital platforms play a critical role in providing safe and legal access to educational resources. Websites such as Project Gutenberg and Open Library offer public domain books and legally shared materials, while academic platforms like Academia.edu and JSTOR provide peer-reviewed articles and scholarly publications. Accessing Communication Styles A Self

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Ethical engagement with digital content is essential in maintaining a sustainable knowledge ecosystem. By using legitimate platforms, readers respect intellectual property rights and support authors, researchers, and publishers. Ethical downloading also protects users from malicious content, such as malware or deceptive files, that may be found on unverified websites.

Digital books also support lifelong learning by enabling continuous access to knowledge. Education is no longer limited to formal institutions or specific life stages. With Communication Styles A Self Assessment Exercise available digitally, individuals can explore new subjects, update professional skills, or deepen personal interests at their own pace. This flexibility aligns with the demands of modern careers and evolving personal goals.

Combining multiple digital resources further enriches the learning experience. Readers can study Communication Styles A Self Assessment Exercise alongside related books, research articles, and online materials to gain a broader understanding of a topic. This comparative approach fosters critical thinking, creativity, and a more nuanced perspective on complex issues.

For professionals, downloadable digital books serve as practical tools for ongoing development. Engineers, educators, researchers, and business professionals can quickly reference relevant information, stay current with industry trends, and improve their expertise. Having Communication Styles A Self Assessment Exercise readily available supports informed decision-making and professional competence.

Digital organization also contributes to learning efficiency. Users can categorize files, create searchable libraries, and store materials securely using cloud services. This organization ensures that valuable resources remain accessible and easy to manage over time. Compared to physical libraries, digital collections offer greater flexibility and convenience.

Accessibility is another important advantage of digital books. Many PDF readers include features such as adjustable font sizes, text-to-speech options, and compatibility with screen readers. These tools make Communication Styles A Self Assessment Exercise more accessible to users with different learning needs or visual impairments, promoting inclusive education.

Environmental sustainability adds further value to digital learning. By reducing reliance on printed books, digital downloads help conserve paper and minimize transportation-related emissions. While digital technologies have their own environmental impact, the shift toward electronic resources represents a more sustainable approach to distributing knowledge.

The global reach of digital books fosters cross-cultural learning and collaboration. Downloading Communication Styles A Self Assessment Exercise allows individuals from diverse regions to access the same content, encouraging shared understanding and academic exchange. Digital

access supports a more connected and informed global community.

As technology continues to shape education, digital books will remain an integral part of modern learning environments. The ability to download [Communication Styles A Self Assessment Exercise](#) reflects an adaptive approach to education that prioritizes accessibility, efficiency, and learner empowerment. Digital literacy is now a critical skill.

In conclusion, the ability to download [Communication Styles A Self Assessment Exercise](#) encapsulates the core benefits of digital education. Through accessibility, portability, interactivity, and ethical engagement with resources, learners gain powerful tools for academic success, professional growth, and personal development. Digital access ensures that knowledge remains dynamic, inclusive, and relevant in an increasingly digital world.

Questions & Answers About communication styles a self assessment exercise

N o	Question	Answer
1	What is a communication style self-assessment exercise?	A communication style self-assessment exercise is a tool that helps individuals identify their primary ways of interacting with others, such as passive, assertive, aggressive, or passive-aggressive, to improve interpersonal effectiveness.
2	Why should I perform a communication styles self-assessment?	Performing this assessment helps you understand your natural communication tendencies, recognize areas for improvement, and develop strategies to communicate more effectively in personal and professional settings.
3	What are the common communication styles evaluated in this exercise?	The common styles include passive, aggressive, passive-aggressive, assertive, and sometimes manipulative or passive-passive, each with distinct characteristics and impacts on interactions.
4	How can a self-assessment help improve my relationships?	By understanding your communication style, you can adapt your approach to better meet others' needs, reduce misunderstandings, and foster healthier, more open relationships.
5	What are some key questions included in a communication style self-assessment?	Questions often focus on how you handle conflicts, express your needs, listen to others, and respond under stress, such as "Do I speak up when I disagree?" or "How do I react when someone criticizes me?"
6	Can a communication style self-assessment identify areas for personal growth?	Yes, it highlights your default behaviors and reveals opportunities to develop more effective communication skills, such as practicing assertiveness or active listening.
7	Is it beneficial to revisit my communication style assessment regularly?	Absolutely, revisiting your assessment periodically helps track your progress, adapt to new challenges, and reinforce positive communication habits.

8	How do I interpret the results of my communication style self-assessment?	Interpret your results by identifying your dominant style, understanding its strengths and limitations, and considering how it impacts your interactions; then, explore ways to enhance your communication skills accordingly.
9	Can self-assessment exercises be tailored to specific contexts like workplace or personal life?	Yes, many exercises are customizable to focus on communication in professional environments, personal relationships, or specific situations such as conflict resolution or team collaboration.
10	What are practical steps to improve my communication after completing the self-assessment?	Practice active listening, seek feedback, work on assertiveness skills, observe effective communicators, and apply new techniques gradually to enhance your overall communication effectiveness.

communication skills, self evaluation, interpersonal communication, assertiveness, active listening, emotional intelligence, communication barriers, feedback techniques, personality assessment, effective communication

Communication Styles A Self Assessment Exercise eBook Resource

Communication Styles A Self Assessment Exercise eBooks provide structured digital knowledge.

Core Discussion

Digital books help readers maintain productivity.

Practical Use

Communication Styles A Self Assessment Exercise eBooks support consistent study routines.

Conclusion

Digital reading improves access to information.

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Communication Styles A Self Assessment Exercise eBooks help establish sustainable learning routines by lowering the friction between intent and action. When information is immediately accessible, learners are more likely to follow through on their educational goals.

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Communication Styles A Self Assessment Exercise eBooks make complex subjects approachable through clear organization.

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The structured chapters of Communication Styles A Self Assessment Exercise eBooks guide readers through progressive learning stages.

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Audiobook formats provide an alternative way to consume Communication Styles A Self

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Keeping reading applications and operating systems up to date improves compatibility. Updates often include bug fixes, performance improvements, and support for newer file standards. Regular maintenance ensures that Communication Styles A Self Assessment Exercise files open correctly and that advanced features such as annotations or interactive elements function as intended.

Optimizing compatibility across devices

For users who switch between multiple devices, synchronizing reading apps and cloud accounts enhances compatibility. Progress, bookmarks, and annotations can be shared seamlessly, creating a consistent experience. Choosing widely supported formats and reliable reading software reduces technical friction and improves long-term usability.

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Security is an essential consideration when downloading and managing Communication Styles A Self Assessment Exercise files. Digital documents obtained from unreliable sources may pose risks such as malware, corrupted files, or unauthorized content. Prioritizing security protects both your devices and personal data.

Avoiding pirated files is one of the most effective security measures. Unauthorized copies often lack quality control and may contain hidden threats. Legal and reputable sources provide verified files that are safe to download and use. Respecting copyright also supports creators and publishers, contributing to a sustainable content ecosystem.

Before downloading Communication Styles A Self Assessment Exercise, users should verify the credibility of the source. Official publishers, academic libraries, and well-known platforms typically provide secure downloads. Checking website reputation, reading user reviews, and confirming licensing information help reduce risks.

Using antivirus or security software adds an additional layer of protection. Scanning downloaded files ensures that potential threats are detected early. Many modern security tools operate in real time, monitoring downloads and alerting users to suspicious activity. Keeping antivirus software updated enhances effectiveness against emerging threats.

Safe handling of digital documents

In addition to secure downloading, safe handling practices further reduce risk. Avoid enabling macros or scripts in PDF files unless necessary and trusted. Be cautious with files that request excessive permissions or prompt unexpected actions. These precautions help maintain device integrity and user privacy.

File Management

Effective file management ensures that your collection of Communication Styles A Self Assessment Exercise remains organized, accessible, and easy to maintain. As digital libraries grow, poor organization can lead to confusion, duplicate files, and wasted time searching for documents.

Clear and consistent file naming is a fundamental aspect of file management. Including key details such as title, author, edition, or date in file names helps identify documents quickly. Consistency across all Communication Styles A Self Assessment Exercise files prevents ambiguity and simplifies retrieval.

Using folders organized by topic, volume, subject, or date further improves clarity. For example, academic users may categorize files by course or discipline, while personal users may organize by interest or purpose. Logical folder structures make navigation intuitive and scalable as collections expand.

Tagging and labeling provide additional organizational flexibility. Many operating systems and cloud platforms support tags that allow files to be grouped across multiple categories. A single Communication Styles A Self Assessment Exercise document can be tagged as reference, study material, or important, enabling faster searches without duplicating files.

Version control is particularly important when managing multiple editions or updates. Maintaining clear version identifiers prevents accidental use of outdated content. Archiving older versions separately ensures historical reference while keeping current materials easily accessible.

Maintaining an efficient digital library

Regularly reviewing and cleaning your library helps maintain efficiency. Removing obsolete files, merging duplicates, and updating folder structures keep your Communication Styles A Self Assessment Exercise collection streamlined. Periodic maintenance ensures that file management systems remain effective over time.

Archiving

Archiving Communication Styles A Self Assessment Exercise files ensures long-term access and protects valuable information from loss. Digital documents can be vulnerable to accidental deletion, hardware failure, or software issues. Implementing reliable archiving strategies safeguards your collection for future use.

Cloud storage is a popular archiving solution due to its accessibility and automatic backup features. Storing Communication Styles A Self Assessment Exercise files in reputable cloud services allows access from multiple devices while reducing the risk of data loss. Many platforms offer version history, enabling recovery of previous file states if needed.

External drives provide an additional layer of security for archiving. Storing backup copies on

external hard drives or USB devices protects against cloud service disruptions or account issues. Keeping these drives in secure locations further enhances data protection.

A comprehensive archiving strategy often combines cloud and physical backups. Redundant storage ensures that Communication Styles A Self Assessment Exercise remains accessible even if one storage method fails. Periodic verification of backup integrity confirms that archived files remain readable and complete.

Best practices for long-term archiving

- Use widely supported file formats such as PDF for longevity.
- Label archived files clearly with dates and version information.
- Maintain multiple backup locations.
- Review archives periodically to ensure accessibility.
- Update storage media as technology evolves.

Future-proofing your Communication Styles A Self Assessment Exercise collection

Technology evolves over time, and file formats or storage methods may change. Choosing standard formats, maintaining backups, and staying informed about digital preservation practices help future-proof your Communication Styles A Self Assessment Exercise collection. These steps ensure that documents remain usable and accessible for years to come.

Final thoughts on compatibility, security, and archiving

Managing Communication Styles A Self Assessment Exercise effectively requires attention to compatibility, security, file organization, and archiving. By ensuring device support, downloading from trusted sources, organizing files systematically, and maintaining reliable backups, users can protect their digital libraries and maximize long-term value. These best practices create a safe, efficient, and sustainable environment for accessing and preserving Communication Styles A Self Assessment Exercise in the digital age.