



Divine Solutions for Life, Inc.

Holistic Solutions for Your Mental, Spiritual, and Physical Well-being

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COMMUNICATION STYLES

A COMPREHENSIVE GUIDE & WORKSHEET

INTRODUCTION

Good communication is not just about what we say but how we say it. The way we express ourselves impacts how others respond to us. Recognizing our personal style is the first step toward healthier relationships. This guide explores the four common communication styles—Passive, Aggressive, Passive-Aggressive, and Assertive—and provides tools for reflection and growth.

PASSIVE COMMUNICATION

- **Definition:** Avoiding expressing thoughts, feelings, or needs directly.
- **Characteristics:** Quiet voice, apologetic language, avoiding conflict, deferring to others.
- **Impact on Relationships:** May lead to resentment, unmet needs, and being overlooked.
- **Example Statement:** “It’s fine, don’t worry about me.”

AGGRESSIVE COMMUNICATION

- **Definition:** Expressing thoughts and feelings in a forceful, often disrespectful way.
- **Characteristics:** Loud voice, interrupting, blaming, dominating conversations.
- **Impact on Relationships:** Creates fear, resentment, and conflict.
- **Example Statement:** “You never listen! You always mess things up.”

PASSIVE-AGGRESSIVE COMMUNICATION

- **Definition:** Expressing anger or frustration indirectly rather than openly.
- **Characteristics:** Sarcasm, subtle digs, procrastination, backhanded compliments.
- **Impact on Relationships:** Causes confusion, mistrust, and unresolved conflict.
- **Example Statement:** “Sure, I’ll do it your way—like always.”

ASSERTIVE COMMUNICATION (HEALTHY STYLE)

- **Definition:** Expressing thoughts, feelings, and needs openly and respectfully.
- **Characteristics:** Clear tone, “I” statements, good eye contact, balanced approach.
- **Impact on Relationships:** Builds trust, respect, and problem-solving partnerships.
- **Example Statement:** “I feel overwhelmed when I handle all the chores. I’d like us to share them more evenly.”

BIBLICAL PRINCIPLE OF COMMUNICATION

Scripture reminds us: • “Let your conversation be always full of grace, seasoned with salt...” (Colossians 4:6) • “...speaking the truth in love...” (Ephesians 4:15) The goal is not to “win” a conversation, but to honor God by communicating with honesty, love, and respect.

COMMUNICATION STYLES SELF-ASSESSMENT WORKSHEET

Instructions: Read each statement and mark how often it feels true for you:

A = Always, O = Often, S = Sometimes, R = Rarely, N = Never

PASSIVE COMMUNICATION

- _____ • I avoid speaking up even when I have something important to say.
- _____ • I apologize frequently, even when I've done nothing wrong.
- _____ • I often feel my needs don't matter as much as others'.
- _____ • I let others make decisions for me to avoid conflict.

AGGRESSIVE COMMUNICATION

- _____ • I raise my voice or talk over people to make my point.
- _____ • I use words like 'always' or 'never' when describing others' behavior.
- _____ • I feel the need to 'win' arguments.
- _____ • People sometimes describe me as intimidating when I speak.

PASSIVE-AGGRESSIVE COMMUNICATION

- _____ • I say 'yes' to things but secretly feel resentful.
- _____ • I use sarcasm or humor to express frustration.
- _____ • I procrastinate or 'forget' tasks when I don't want to do them.
- _____ • I find it difficult to express anger directly.

ASSERTIVE COMMUNICATION

- _____ • I express my feelings openly without blaming others.
- _____ • I use 'I' statements when sharing my needs.
- _____ • I listen respectfully while also making sure my voice is heard.
- _____ • I feel confident setting healthy boundaries.

REFLECTION QUESTIONS

Which communication style do I use most often?

Which style shows up when I am stressed?

What is one small change I can make this week to move toward assertive communication?

Which scripture can I use as a reminder to guide my speech?

COMMUNICATION STYLES PRACTICE WORKSHEET

Instructions: For each scenario, write down how you might respond in Passive, Aggressive, Passive-Aggressive, and Assertive styles.

Scenario 1: Your supervisor assigns you a new project, but you're already overloaded.

- Passive: _____

- Aggressive: _____

- Passive-Aggressive: _____

- Assertive: _____

Scenario 2: A family member borrows your things without asking and sometimes returns them damaged.

- Passive: _____

- Aggressive: _____

- Passive-Aggressive: _____

- Assertive: _____

Scenario 3: Your partner frequently cancels plans at the last minute.

- Passive: _____

- Aggressive: _____

- Passive-Aggressive: _____

- Assertive: _____

Scenario 4: A friend often makes jokes at your expense in social settings.

- Passive: _____

- Aggressive: _____

- Passive-Aggressive: _____

- Assertive: _____

Scenario 5: During a meeting, a colleague keeps interrupting you before you finish speaking.

- Passive: _____

- Aggressive: _____

- Passive-Aggressive: _____

- Assertive: _____

PRACTICE REFLECTION QUESTIONS

Which scenarios were hardest for me to answer assertively?

When I feel stressed, which style do I usually fall back on?

How would shifting toward assertive communication change my relationships at home, work, or church?

What scripture or affirmation can I use to remind myself to speak with love and confidence?