

# Speaking to the Skills I Have Online Workshop

## Module 6 & Handout 3

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### Communication styles

There are 3 communication styles – passive communication, assertive communication, and aggressive communication.

Assertive communication is the happy medium between passive and aggressive when in an interview.

#### **Assertive Communication**

In the following exercise, indicate if the statement is true or false.

When following the principles of assertive communication, you should...

- Speak clearly and directly T / F
- Be respectful of others T / F
- Ensure you are speaking loudly T / F
- Be sure of yourself when answering questions T / F
- Get your point across effectively T / F
- Only speak when asked a question T / F
- Speak with confidence T / F
- Ensure the interviewer knows you are motivated and would like their job one day T / F