

# AccessEd and Commonwealth Scholarship Commission Leaders in Sustainable Development Programme

## Workshop: **Writing and Communicating in Diverse Environments**

*Overarching workshop theme:*

This workshop is an excellent introduction to all things to do with writing and communicating in diverse environments. Through your attendance of this workshop, you will learn how to develop your own professional communication and writing skills in a non-academic environment.

These sub-themes will be discussed during the live follow-up session:

- What is meant by 'communication' in a professional context?
- How do academic and professional communication styles differ?
- What are the different types of communication?
- What is your dominant communication style? How do you adjust your communication style to achieve desired results?
- Why will a professional approach to communication help you in your career? How can you identify and respond to breakdowns in team communication?
- What kind of non-academic long form writing could you be expected to produce during your career?

## Session pre-work

**Complete the self-assessment quiz below before the Writing and Communicating in Diverse Environments workshop. Please return your completed form to CSC by the end of day on Tuesday 25<sup>th</sup> January.**

### Self-assessment questions

- Circle only one word in each row (numbers 1 through 24) that you feel describes you best right now.
- Then transfer your answers over to the self-assessment scoring sheet.

	A	B	C	D
1	Restrained	Forceful	Careful	Expressive
2	Pioneering	Correct	Exciting	Satisfied
3	Willing	Animated	Bold	Precise
4	Argumentative	Doubting	Indecisive	Unpredictable
5	Respectful	Out-going	Patient	Daring
6	Persuasive	Self-reliant	Logical	Gentle
7	Cautious	Even-tempered	Decisive	Life-of-the-party
8	Popular	Assertive	Perfectionist	Generous
9	Colorful	Modest	Easy-going	Unyielding
10	Systematic	Optimistic	Persistent	Accommodating
11	Relentless	Humble	Neighborly	Talkative
12	Friendly	Observant	Playful	Strong-willed

	A	B	C	D
13	Charming	Adventurous	Disciplined	Deliberate
14	Restrained	Steady	Aggressive	Attractive
15	Enthusiastic	Analytical	Sympathetic	Determined
16	Commanding	Impulsive	Slow-paced	Critical
17	Consistent	Force-of-character	Lively	Laid-back
18	Influential	Kind	Independent	Orderly
19	Idealistic	Popular	Pleasant	Out-spoken
20	Impatient	Serious	Procrastinator	Emotional
21	Competitive	Spontaneous	Loyal	Thoughtful
22	Self-sacrificing	Considerate	Convincing	Courageous
23	Dependent	Flighty	Stoic	Pushy
24	Tolerant	Conventional	Stimulating	Directing

### Self-assessment scoring sheet

- Total up each column (numbers 1 through 24).

1	B	D	A	C
2	A	C	D	B
3	C	B	A	D
4	A	D	C	B
5	D	B	C	A
6	B	A	D	C
7	C	D	B	A
8	B	A	D	C
9	D	A	C	B
10	C	B	D	A
11	A	D	C	B
12	D	C	A	B
13	B	A	D	C
14	C	D	B	A
15	D	A	C	B
DISC Profiles	D (Dominance)	I (Influencer)	S (Steady)	C (Conscientious)

Continued...

16	A	B	C	D
17	B	C	D	A
18	C	A	B	D
19	D	B	C	A
20	A	D	C	B
21	A	B	C	D
22	D	C	B	A
23	D	B	A	C
24	D	C	A	B
DISC Profiles	D (Dominance)	I (Influencer)	S (Steady)	C (Conscientious)

### Self-assessment interpretation

- Your highest score shows your dominant personality type.

D (Dominance)	Decisive, efficient, intense, results-orientated, competitive, risk-tolerant.
I (Influencer)	Outgoing, enthusiastic, persuasive, relationship-orientated, lively, optimistic.
S (Steady)	Cooperative, relaxed, patient, support-orientated, friendly, thorough.
C (Conscientious)	Systematic, logical, reserved, process-orientated, cautious, risk-adverse.