

Communication Styles Worksheet

Name	Date
Getting to know the communication styles Based on the following scenarios, write down a possible response using each of the 'Passive', 'Aggressive', and 'Assertive' communication styles.	
Scenario 1: Your friend asks if you could pick them up and drop them off somewhere but you have a busy day and this will be a big inconvenience.	
Passive: I'll drive you where you need to go, it's no bother to me.	
Aggressive: I've already told you that I'm busy today so clearly I don't have time to take you places.	
Assertive: I have quite a few things on that I need to be around for, so I won't be able to take you.	
Scenario 2: Your boss asks if you can stay late to complete a task but you've stayed late every other night this week and have plans after work.	
Passive: Okay, I'm happy to stay as late as you need.	
Aggressive: No I don't want to stay late, ask someone else.	
Assertive: I understand this task is important, so I'll prioritize completing it first thing tomorrow morning because I can't stay late tonight.	
Scenario 3: A family member asks you for money, but you don't feel comfortable lending it to them.	
Passive: I guess you can have the money.	
Aggressive: No, and stop asking me for money. Find help somewhere else.	
Assertive: I understand you're in a tight financial situation but I'm not able to help you with the loan. If you want we can go to the bank together and see what we can do about getting a loan from them?	