

Talking In Type

When talking with **EXTRAVERTS (E)**

- Show energy, excitement, and enthusiasm
- Respond quickly without long pauses to think; do not hesitate or hold back
- Invite talking out loud without definite conclusions as part of the process; what may seem like rambling may be part of building an idea
- Encourage talking things through with others
- Provide opportunities for group activities and meetings
- Be aware that some interruptions may be compliments—the listener believes what's being said is worth adding to now

When talking with **SENSING** types (S)

- Show evidence, including facts, details, and examples
- Be practical and realistic; document successful applications
- Identify some of the necessary details and steps in advance of beginning a project
- Show how your suggestion is an extension of what already exists, and that it is not a radical change
- Be clear and say what you mean
- When listening, don't read in more than what is stated
- Be aware that facts are grounding the communication and "need" to be said; have patience

When talking with **INTROVERTS (I)**

- Include time for others to get to know you and trust you
- Allow time to reflect before a response since this is likely to lead to the "best" thoughts
- Don't assume someone is disinterested when the response is not immediate
- Invite responses with questions like, "What do you think about _____?" and wait for the answer
- Have individual or one-to-one activities
- Be aware that interruptions may not be helpful—let the speaker finish and then add your comments

When talking with **INTUITIVE** types (N)

- Present global schemes, the concept—give the main idea first
- Don't give lots of details unless asked to do so
- Indicate the challenges, possibilities, future benefits, and differences your ideas will bring
- Show the aspects that are nonroutine
- Be aware that ideas may come in bursts and spurts and in a round-about way, not in a steady, straightforward manner
- Encourage imagination and dreaming—don't burst the bubble
- Be aware that associations between ideas are leading the communication; the threads between them may not be readily apparent; have patience



When talking with **THINKING** types (T)

- Be brief, concise and logical; do not ramble
- Be intellectually critical and objective
- Be calm and reasonable, focusing on the task
- Identify the pros and the cons of each alternative
- Don't assume feelings are unimportant—they are just valued differently
- Present emotions and feelings as facts to be weighed in the decision

When talking with **JUDGING** types (J)

- Present a timetable and stick with it
- Give warnings of coming changes when possible—avoid surprises
- Allow time to prepare
- Show that you also accomplish things and can be counted upon to follow through
- Explain your achievements, your tangible results
- Take a stand; don't be wishy-washy—realize things can be changed later if warranted

When talking with **FEELING** types (F)

- Take time to get to know the person before getting down to business
- Be personable, friendly, and affirming
- Demonstrate empathy by presenting areas of agreement first
- Show why the idea is valuable to people and how it will affect them
- Don't assume there's agreement because no one is arguing; negative feedback and critiques are difficult to give
- Pay close attention to the process, what you are saying and how—make sure body language matches with the words

When talking with **PERCEIVING** types (P)

- Allow for things to flow and to not follow your time and action calendar—did you get what you needed by the “true” deadline?
- Bring in new information and ideas throughout the process
- Include time for thorough discussion
- Allow for options, for changes, for modifications
- Encourage autonomy
- Realize a change in direction is not necessarily impulsiveness

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