

MYERS-BRIGGS TYPE INDICATOR® | STEP I™ COMMUNICATION STYLE REPORT

Prepared for
J. SAMPLE

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Developed by
Donna Dunning



CPP, Inc. | 800.624.1765 | www.cpp.com

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About Your Report

You communicate with others every day. You may not always take the time, though, to think about how your natural communication style affects others. Your Myers-Briggs® Communication Style Report is designed to help you become aware of some important differences in communication styles.

The MBTI® assessment was developed by Isabel Briggs Myers and her mother, Katharine Cook Briggs, based on the personality type theory proposed by psychologist Carl Jung. The assessment identifies which of 16 different personality types best describes you. Personality type is a nonjudgmental tool for understanding the strengths and gifts of individuals. All personality types are equally valuable and useful.

This report can help you

- Understand more about your Myers-Briggs personality type preferences
- Learn about and appreciate your natural communication style and the influence your personality type has on it
- Learn strategies for adapting your style to communicate effectively with others

Your MBTI type indicates which preference you favor in each of four pairs of opposites.

HOW YOUR REPORT IS ORGANIZED

- Your Myers-Briggs® Personality Type
- Clarity of Your Preferences
- Extraversion and Introversion in Communication
- Sensing and Intuition in Communication
- Thinking and Feeling in Communication
- Judging and Perceiving in Communication
- Your Communication Style
- Communication Tips for Your Personality Type

EXTRAVERSION e	or	i INTROVERSION	Opposite ways to direct and receive energy
SENSING s	or	n INTUITION	Opposite ways to take in information
THINKING t	or	f FEELING	Opposite ways to decide and come to conclusions
JUDGING j	or	p PERCEIVING	Opposite ways to approach the outside world

Keep in mind that this report describes your natural preferences, not your learned skills or abilities. Everyone can learn to use all of the preferences to communicate effectively. Your report gives you general descriptions about how people with your preferences tend to communicate. These descriptions aren't intended to limit you; they're meant to help you recognize your natural style and see how your communication style differs from others.



Your Myers-Briggs® Personality Type

Your answers to the questions on the MBTI assessment show which preference in each of the four pairs of opposites you prefer.

Your reported Myers-Briggs personality type

ISTJ

Your preferences

Introversion | Sensing | Thinking | Judging

Although each of us can and does use all of the preferences at least some of the time, people typically find one in each pair more comfortable and natural than its opposite. Think of your choices as something like being right- or left-handed. Both hands are valuable and useful, but most people use the hand they favor naturally more often and become more adept with it. In the same way, your type preferences are choices between equally valuable and useful qualities. Your ISTJ results are described below.

THE WAY YOU DIRECT AND RECEIVE ENERGY

Extraversion

People who prefer Extraversion tend to direct their energy toward the outside world and get energized by interacting with people and taking action.



Introversiion

People who prefer Introversiion tend to direct their energy toward their inner world and get energized by reflecting on their ideas and experiences.

THE WAY YOU TAKE IN INFORMATION

Sensing

People who prefer Sensing tend to take in information that is real and tangible. They focus mainly on what they perceive using the five senses.



Intuition

People who prefer Intuition tend to take in information by seeing the big picture. They focus mainly on the patterns and interrelationships they perceive.

THE WAY YOU DECIDE AND COME TO CONCLUSIONS

Thinking

People who prefer Thinking typically base their decisions and conclusions on logic, with accuracy and objective truth the primary goals.



Feeling

People who prefer Feeling typically base their decisions and conclusions on personal and social values, with understanding and harmony the primary goals.

THE WAY YOU APPROACH THE OUTSIDE WORLD

Judging

People who prefer Judging typically come to conclusions quickly and want to move on, and take an organized, planned approach to the world.



Perceiving

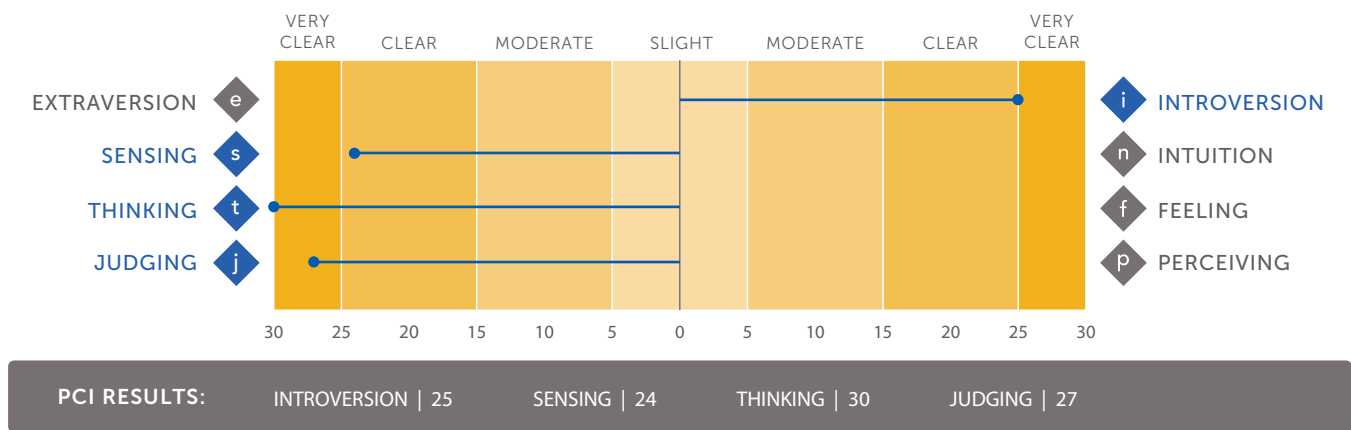
People who prefer Perceiving typically look for more information before coming to conclusions and take a spontaneous, flexible approach to the world.



Clarity of Your Preferences

Your MBTI responses also provide a picture of how clearly or consistently you chose your preference in each pair of opposites. This *preference clarity index* (pci) is indicated in the graph below. A longer line suggests that you are quite sure about a preference; a shorter line means that you are less sure about whether that preference truly describes you. Your preference clarity does not indicate how well developed your preferences are or how well you use them.

CLARITY OF YOUR PREFERENCES: ISTJ



Do your assessment results seem to fit? Many find that their type results capture their personality attributes quite well. Others find that changing one or more of the preferences in their four-letter type yields a type description that fits them better. Your results can be influenced by circumstances, experiences, demands, and expectations you were feeling when you took the assessment. If your reported type does not seem to fit, work with your Myers-Briggs practitioner, who can assist you in finding the type that fits you best.



Extraversion and Introversion in Communication



I need to think about this.

You prefer Introversion over Extraversion.

INTROVERSION

Your Key Strengths

- Are a quiet and calming presence
- Respond carefully and thoughtfully
- Get to know a few people well
- Have in-depth knowledge about key areas of interest
- Listen to others without interrupting

Your Communication Approach

- Seek calm, quiet time to reflect
- Prefer one-to-one interactions
- Like to understand topics in depth
- Need time to think before changing perspectives
- Process information internally
- Prefer to have information ahead of time
- Wait for a pause before speaking
- Listen more than talk
- Are comfortable with silence
- Share well-thought-out ideas or questions

Tips for Communicating with Extraverts

- Acknowledge that you are listening and use cues to show that you are preparing to respond
- Provide immediate feedback and verbal acknowledgment
- Express overt interest and enthusiasm: lean forward, nod, smile, and maintain eye contact
- If you need it, ask for time to think about something, then set a time to communicate
- Anticipate that they will want feedback and be prepared to share information right away
- Contribute to conversations by discussing topics you know well
- Talk person-to-person rather than communicating through writing
- Take the initiative to introduce yourself or start a conversation
- Deal with conflict and be willing to confront issues when they occur
- Remember that Extraverts often think out loud, so don't assume that what they say is well thought out



Sensing and Intuition in Communication



Just the facts, please.

You prefer Sensing over Intuition.

SENSING

Your Key Strengths

- Are anchored in current realities and common sense
- Are practical and realistic
- Are observant and attend to details
- Retain and learn best from experiences
- Immediately apply what is communicated

Your Communication Approach

- Seek facts, details, and concrete examples
- Link information to immediate applications
- Want specific plans and procedures
- Like step-by-step explanations
- Relate information to what has happened in the past or is happening now
- Prefer practical, plain language to symbols, metaphors, theory, or abstraction
- Focus on the here and now
- Don't trust long-term, strategic communications
- Trust what has already been tried and proven to be true
- Are comfortable with familiarity and practicality

Tips for Communicating with Intuitive Types

- Integrate and link concepts when sharing information
- Be open to possibilities that may initially seem far-fetched
- Offer alternative ideas and perspectives to stimulate their thoughts
- Provide an overview or thumbnail sketch before presenting details
- Be willing to brainstorm and generate ideas with them
- Share only as much detail as necessary to get your point across
- Discuss far-reaching implications and consequences of ideas or decisions
- Show how your ideas and decisions will create possibilities for the future
- Listen as they share their ideas, visions, and dreams for the future
- Help them test and strengthen their ideas by providing a reality check



Thinking and Feeling in Communication



Is this logical?

You prefer Thinking over Feeling.

THINKING

Your Key Strengths

- Assess situations and ideas impartially
- Provide honest, frank feedback
- Analyze, evaluate, and critique
- Are objective and principled
- Deal with situations in a direct and dispassionate manner

Your Communication Approach

- Use logic and analysis to spot flaws or weaknesses
- Need to know why
- Prefer information that is presented objectively as a matter of fact
- Debate or challenge information
- List and consider pros and cons
- Create or use clearly defined criteria
- Trust competence and expertise
- Like competition and want to win
- Use precise and concise language
- Are task and goal focused

Tips for Communicating with Feeling Types

- Take time to get to know them and develop rapport
- Avoid critiquing and evaluating when you are listening
- Focus on people in the situation; find out what is valued and important
- Foster harmony and create a positive atmosphere and setting
- Be friendly and approachable; offer encouragement and support
- Provide corrective feedback selectively; do this gently and critique behaviors, not people
- Include personal needs as criteria in decision making; consider how people may be affected
- Connect first, then challenge later; find areas of agreement
- Be careful to acknowledge and not analyze others' feelings and values
- Create win-win solutions to problems



Judging and Perceiving in Communication



Just do something.

You prefer Judging over Perceiving.

JUDGING

Your Key Strengths

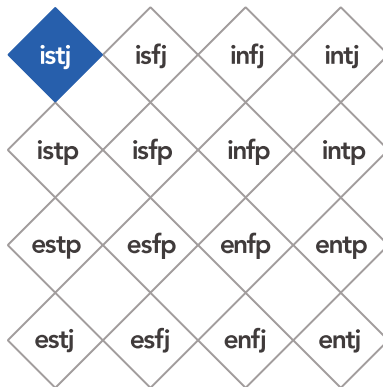
- Are decisive
- Share decisions, then move ahead
- Are organized and efficient communicators
- Are task and goal focused
- Provide clear expectations and time lines

Your Communication Approach

- Reach conclusions quickly, make decisions, and provide closure
- Establish clear expectations, time lines, and objectives
- Are punctual and expect others to be on time
- Communicate well-defined assignments and consequences
- Like organized and efficient communications
- Prefer structured and scheduled interactions
- Are uncomfortable with open-ended, free-flowing discussions
- Like to have some control and set limits
- Want to have information ahead of time, especially if it is needed to complete tasks
- Expect to receive input from others within scheduled time lines

Tips for Communicating with Perceiving Types

- Provide lots of information before expecting them to decide
- Give them time to explore without coming to a conclusion
- Accept that they will want to make changes to schedules or plans
- Be willing to approach situations in a spontaneous way
- Establish mutual time lines and deadlines rather than trying to direct them
- Check to ensure that you are not making conclusions when speaking
- Describe situations rather than evaluating them
- Consider multiple options and ask questions to gather information
- Be willing to take initial steps without making a complete plan
- Be open to accommodating unexpected opportunities



Your Communication Style

ISTJ Communication Highlights

- Are straightforward, practical, logical, and efficient
- Are independent, self-sufficient, and self-reliant
- Focus on facts, details, and results
- Trust and remember information gained from experience
- Have in-depth knowledge and a wealth of specialized information

At First Glance

- Are task oriented, independent, decisive, and matter-of-fact
- Take time to consider and weigh the information before deciding
- Hold firmly to your choice and maintain the status quo
- Are loyal, reliable, determined, persistent, and conscientious
- Implement decisions and follow through

What You Want to Hear

- Exactly what is expected of you
- Clear feedback and step-by-step procedures
- Detailed facts and information relevant to your situation
- Specific information gained from experience
- Logical and factual evidence; accurate and organized

When Expressing Yourself

- Are no-nonsense, practical, logical, and efficient
- Focus on the task at hand
- Are straightforward and centered on conclusions, results, and offering direction
- Give and expect others to follow exact directions
- Break complex information into small, detailed pieces

Giving and Receiving Feedback

- Are direct and to the point
- Are clear and matter-of-fact
- Give specific, detailed information
- Have exacting, specific standards
- Spot flaws and give more corrective than positive feedback



Communication Tips for ISTJs

Here are some strategies to help you adapt your natural way of communicating to accommodate people with different personality types.

- Balance your practical, task-focused approach with consideration of the needs and situations of the people involved. Make a conscious effort to develop rapport and connect with others.
- Check how others are feeling, especially when giving feedback. Balance corrective feedback with positive feedback, especially when working with Feeling types.
- Remain open-minded and listen without judgment to other perspectives, even if they initially seem unreasonable. Be open to new ideas and possibilities. Link new information to what you already know.
- Don't be hesitant to try something new when someone suggests it. Develop patience for interruptions and changes in plans.
- Summarize information and relate it to the bigger picture. Move beyond how things are now being done to imagine better alternatives. Show patience when others ask for your input on defining and building new systems and processes.
- Remember that many people seek harmony and personal relationships with their co-workers. Develop patience for the sharing of personal information by others. Listen empathetically without offering solutions.
- Attend to and acknowledge personal responses and avoid coming across as blunt, detached, or impersonal. Take time to work out conflicts and deal with personal issues at work. Be willing to express your feelings and share your viewpoint.

Next Steps for Improving Your Communication

- Highlight the statements on the previous pages that most accurately describe you. Consider how your communication preferences affect your day-to-day interactions in positive ways and how your preferences may affect your interactions in negative ways.
- Review the suggestions for communicating with people who have a preference different from yours. Choose one or two tips to try first. After using the tip(s), assess whether the change has improved your communication.
- Review the tips for communication tailored to your personality type. Try one out. Track your progress by assessing whether the change was helpful.
- Learn about type dynamics, a theory that offers a deeper look into your communication style. Type dynamics can help you understand why and how you typically communicate and how your communication style may change when you are stressed.
- Discuss type development with the professional who recommended the MBTI assessment to you. Type development provides insights into how and why your communication style may evolve as you age.

