
Know Yourself and Others 1

Running the Railroad Course

Language... culture... profession. Now we'll connect the dots.



Introduction

"The music is not in the notes, but in the silence between." - Mozart

- Look at the photos and answer the following questions.
 1. In which work environment do you generate most creative ideas?
 2. How do you best acquire a new skill, e.g. a foreign language?
 3. What characteristics do the people in the photos possess?



Are You an Ambivert?

"There's no such thing as a pure extrovert or a pure introvert. Such a person would be in the lunatic asylum." - Carl Jung

- Let's see where you fall on the introvert-extrovert spectrum. Answer each question "true" or "false", choosing the answer that applies to you more often than not.
 1. ___ I prefer one-to-one conversations to group activities.
 2. ___ I often prefer to express myself in writing.
 3. ___ I enjoy solitude.
 4. ___ I seem to care less than my peers about wealth, fame and status.
 5. ___ I dislike small talk, but I enjoy talking in-depth about topics that matter to me.
 6. ___ People tell me I'm a good listener.
 7. ___ I'm not a big risk-taker.
 8. ___ I enjoy work that allows me to "dive in" with few interruptions.
 9. ___ I like to celebrate birthdays on a small scale.
 10. ___ People describe me as "softly-spoken" or "mellow".

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11. ___ I prefer not to discuss my work with, or show it to, others until it's finished.
 12. ___ I dislike conflict.
 13. ___ I do my best work on my own.
 14. ___ I tend to think before I speak.
 15. ___ I feel drained after being out and about, even if I've enjoyed myself.
 16. ___ I often let calls go through to voice mail.
 17. ___ If I had to choose, I'd prefer a quiet weekend to a busy one.
 18. ___ I don't enjoy multi-tasking.
 19. ___ I can concentrate easily.
 20. ___ In classroom situations, I prefer lectures to seminars.

Source: "Quiet: The Power of Introverts in a World That Can't Stop Talking" by Susan Cain

- The more often you answered "true", the more introverted you probably are. If you found yourself with a roughly equal number of "true" and "false" answers, then you maybe *an ambivert* — yes, there really is such a word.
 1. Can you think of some famous introverts and extroverts?
 2. Do you know any ambiverts?
 3. What is it like to work with introverts, extroverts and ambiverts?

Closing the Communication Gap

- Read 8 tips that help introverts and extroverts communicate more effectively.
 1. Which of these do you find most useful?
 2. How can these improve your communication skills?
 3. Imagine that you are a team leader facilitating an important discussion. There's an equal number of introverts and extroverts in the meeting room. Write down what you might actually say during the discussion.

Tip #1 Example:

✓ "Sue, would you mind telling us what you think?"

✗ "Sue, you're awfully quiet over there."

1. You might intentionally call on the introverts during the discussion. You won't interrupt or finish their sentences.

2. Tell the introverts you won't put them on the spot and demand an immediate answer.

3. Ask the introverts if written information is preferred.

4. Give the introverts adequate time to think through a question or problem.

5. Tell the extroverts that they will get enough time and space to process out loud.

6. Listen carefully and be prepared to interrupt the extroverts if you need to make a point.

7. Invite the extroverts to change their mind during the discussion. Understand that they speak to think.

8. Be direct and forthcoming with the extroverts. Give them feedback in a way that feels comfortable and that the extroverts can absorb.

Source: "The Introvert Entrepreneur" by Beth L. Buelow

- Would you like to learn and practise a little bit more? [Contact us](#) to schedule a lesson with one of the LOS language consultants who created this material.