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# NONVERBAL COMMUNICATION



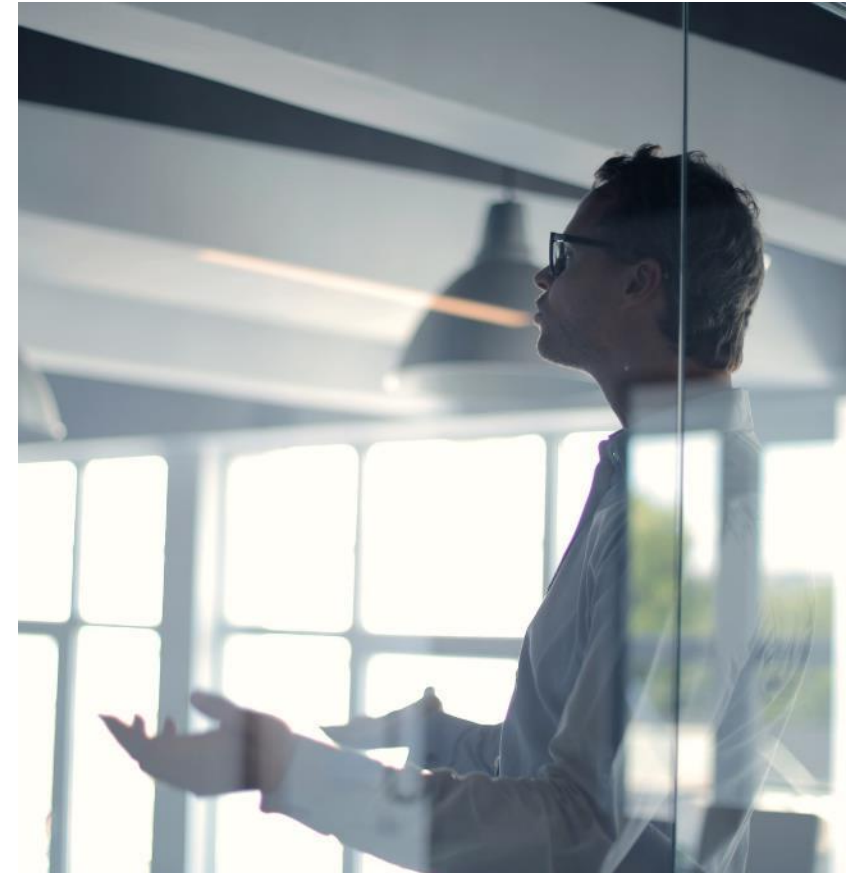
# PRESENTING AND NONVERBAL COMMUNICATION

Nonverbal communication refers to any form of communication that is not written or spoken.

In the world of presenting, it's not just the words you speak that you have to be aware of... your posture, your gestures, your body language and your facial expressions all play a huge role in how you present!

Ensure that what you are saying matches what your body and face are portraying!

Paying attention to your own body language and that of others will help you to improve your personal communication skills.



# EXAMPLES OF POSITIVE BODY LANGUAGE

Positive body language is when your movements and gestures show you are approachable, interested, engaged and open.

- ✓ **Smile:** Shows you are friendly, approachable and welcoming.
- ✓ **Head Tilt:** Shows you are listening intently and are interested in what is being said.
- ✓ **Sitting / Standing Tall:** Gives the air of confidence.
- ✓ **Open Palms:** Holding your palms open and facing upwards is a sign of openness and honesty.
- ✓ **Leaning In:** Shows you like & trust the person, or are interested in them. Do not invade their space though!
- ✓ **Stroking Your Beard or Chin:** Shows thoughtfulness and interest.
- ✓ **Nodding Your Head:** Shows you are listening and agreeable.



# EXAMPLES OF NEGATIVE BODY LANGUAGE

Negative or defensive body language is when your movements and gestures show you are insecure, closed-off, unapproachable, hostile, or disinterested.

- × **Arms Crossed:** Shows you are being defensive. It can also show that you disagree with the opinions or actions of who you are communicating with.
- × **Drumming Fingers:** Shows you are growing tired of waiting, or are bored.
- × **Biting Your Nails:** Shows you are stressed, nervous or anxious.
- × **Head in Hands:** Can be a sign of boredom, or shows that you are upset.
- × **Slumped/Slouching:** Shows you are disinterested, gives the impression you don't want to be there.
- × **Fidgeting:** Shows you are nervous or insecure. It can also be a sign of boredom.
- × **Pulling Your Ear:** Shows you are unable to make a decision.



# FACIAL EXPRESSIONS

## Eye contact



Direct eye contact shows that you are confident and you trust that person. However, make sure to look away every now & then to avoid looking too creepy!

## Blinking



Keep your blinking under control – blinking more rapidly gives the impression you are distressed or uncomfortable.

## Scowling



A furrowed brow, downturned mouth, and avoidance of eye contact shows dissatisfaction or disagreement with what is being communicated.

## Bored Expression



Don't lean your cheek on your hands with your elbows on the table otherwise you give the impression you are bored! A blank stare into space is also a sign of boredom.

## Pursed lips



Keep your mouth relaxed with your lips slightly upturned or in a neutral position. Pursing the lips could give the impression you disapprove, or don't trust the person who is talking.

## Nose



Refrain from touching your nose, mouth or chin when communicating, as this is a sign of insecurity.

Facial expressions are vital when it comes to communicating. Your audience depend on your facial expressions to strengthen the meaning of what you are saying.

If you struggle with facial expressions, practice your presentation in front of a mirror. Try giving your whole talk without actually speaking and just let your face do all the communicating. You will be amazed at how expressive you are when you next practice normally.

