

Nonverbal communication



Definitions

Nonverbal communication involves all those nonverbal stimuli in a communication setting that are generated by both source and his use of the environment and that have potential message value for the source or receiver.

----- (Samovar and Porter)



Importance of Nonverbal communication



Why is it Important ?

1. Accounting for much of the message we derive from conversations
2. Spontaneous reflecting of the speaker's unconsciousness.
3. Even if when we are silent, the nonverbal dimension of our communication is always present.



Functions of Nonverbal communication



- Accenting
- Complementing
- Contradicting
- Regulating
- Repeating
- substituting



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Two categories of nonverbal messages:

1. Kinesics
2. Space and distance

Kinesics



- Kinesics is the nonverbal behavior related to movements, either of parts of the body, or of the body as a whole, including facial expressions, gestures, postures, eye contact, etc.

Kinesics: Posture



The two postures the video reveals are:

- **open posture**
open and welcoming
- **closed posture**
shutting others out

To sum up



- Kinesics is one category of nonverbal messages.
- Kinesics includes body movement, hand gestures, postures, facial expressions and eye contact.
- Some of the nonverbal messages mean the same even in different cultures.
- Some of the nonverbal messages may mean something quite different in different cultures.

Proxemics

The technical term for the study of people's perception and use of space and distance

Space and Distance



Intimate space

0-45 CM

couples or confidential communications

personal space

45-120 CM

friends, old classmates, acquaintances and relatives

Social space

1.3-3 M

people working together; people doing business together

Public space

Above 3 M

speaking in public, giving a talk to a group



To: Bob Pope

From: Gabrielle Mendes

@xxxmail.com

Subject: Job? not accurate

"(" without a ")"

Use a proper salutation(eg. Dear Mr.)

Hey Bob, We talked a couple weeks back at the chamber of commerce event. (I was the one looking for a summer internship and had a zit on my lip that could have passed for a cold soar. Lol. Whew. It was not.

You're probably like, "uh.. What?" Maybe that helps you recall, maybe not. Not completely important, I suppose.

Insert a line break

I'd really like to come work for you at your IT business. You seemed like a cool person to work for, I liked ur striped pants. I'm available to start working on Monday, but I am taking my driver's test in June and have to study and go an hour and half away to take it at an easier place cause I'm not a great driver so I'll miss a few days. I am also going to the beach with friends for a week in July. Oh, and my grandmother has bad gas (OMG IT'S TERRIBLE) and sometimes I have to take her to the doctor.

I've attached my resume, it's the bomb dot com. Let me know if you have a job opening for me. I can't wait to play on some computers. If I don't respond to your email, I'm always on FB, snapchat or insta!

Peace out,

Your sincerely,

Gabrielle Mendes