

Purposive Communication

Types of Communication

Nueva Ecija University of Science
and Technology



VERBAL COMMUNICATION



1

Use words sensibly.

2

Comprehend the
connotations of the words.

3

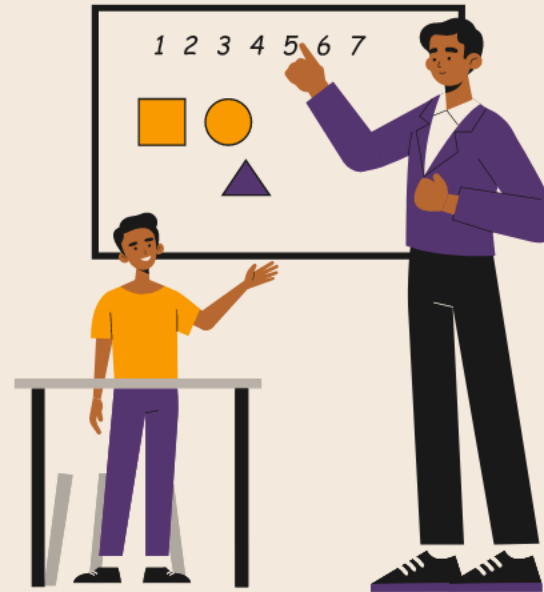
Use language that is suitable to the
communication framework.

4

Enrich your language.

Oral Communication

Oral communication is communicating with spoken words. It's a verbal form of communication where you communicate your thoughts, present ideas and share information.



WRITTEN COMMUNICATION

means the sending of messages, orders or instructions in writing through letters, circulars, manuals, reports, telegrams, office memos, bulletins, etc. It is a formal method of communication and is less flexible.



Non-Verbal Communication

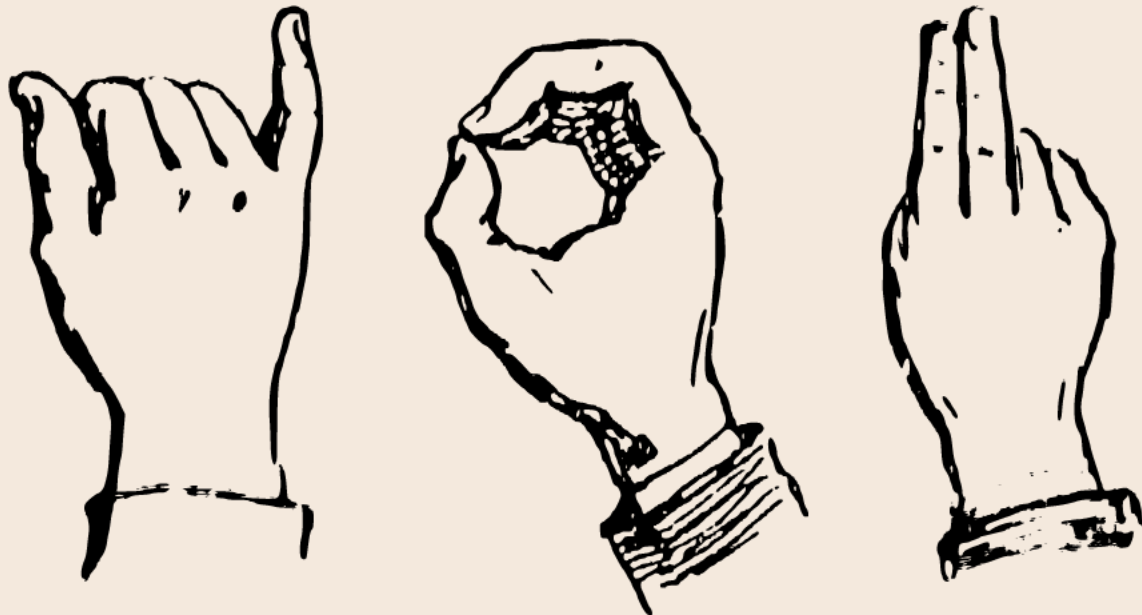


Types of Non-verbal

Hand Gestures Around the World

ASL (American Sign Language)

TYPES OF NON-VERBAL COMMUNICATION



- 1 Facial Expression
- 2 Gestures
- 3 Body Language and Posture
- 4 Proxemics
- 5 Eye Gaze
- 6 Haptics
- 7 Appearance

AROUND THE WORLD



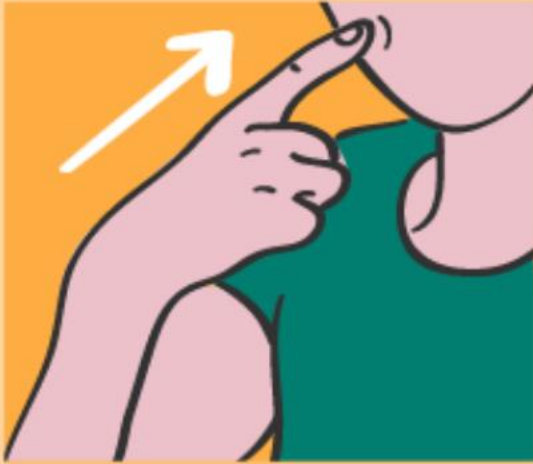
IN 42 HAND GESTURES

It's great to learn to speak a whole new language for a trip abroad, but it can take a lot of time and effort before you can converse easily. An easy approach to understanding the locals is to know the physical cues- especially considering 93% of communication is non-verbal.

Brush up on your body language with this simple guide to some of the most common gestures from around the world.

1

ITALY



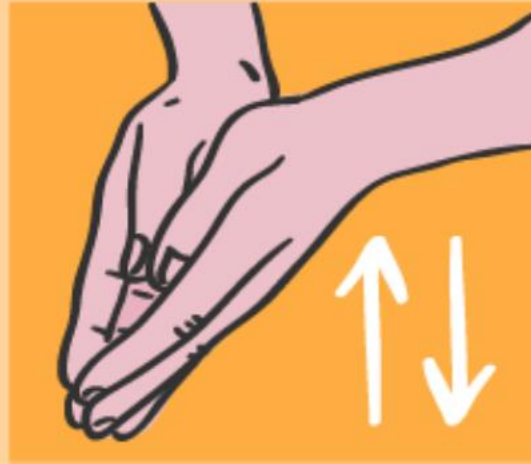
GESTURE:

Run finger into your cheek.

.....

MEANING:

"Delicious!"



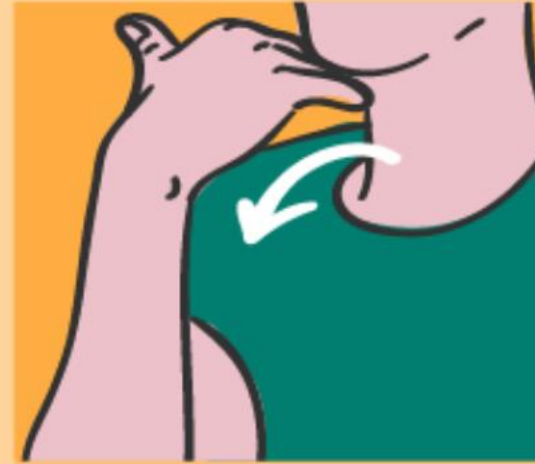
GESTURE:

Cup your hands together as if trapping a bird. Wave them up and down.

.....

MEANING:

"I can't believe I'm hearing this! What are you saying?!"



GESTURE:

Swipe your upturned palm outwards from your chin.

.....

MEANING:

"I don't give a damn."

2

PERU



GESTURE:

Tap your forehead with bunched fingers.

.....

MEANING:

"I don't get it, I'm not smart enough."



GESTURE:

Point at a person, then to the door.

.....

MEANING:

"*Ya se fue* - bad joke, he's out of here!"



GESTURE:

Wave forefinger in front of your nose.

.....

MEANING:

Indicates a rich and good looking person.

3

GHANA

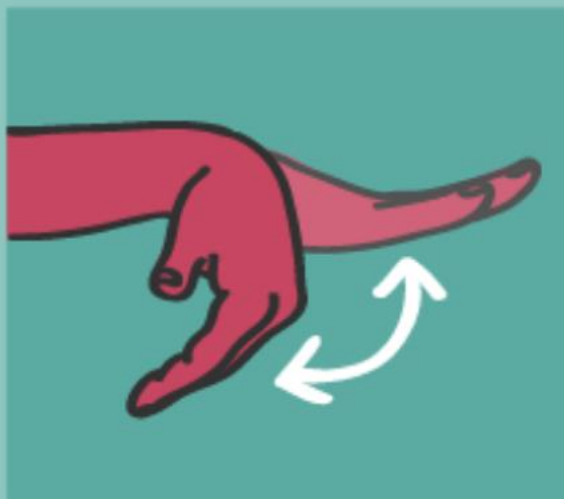


GESTURE:

Scratch the palm of your left hand.

MEANING:

Indicates 'money'.



GESTURE:

Flapping hand upwards with palm facing down.

MEANING:

"Come here."



GESTURE:

Tap your stomach with your right hand, then raise hand.

MEANING:

Sign of satisfaction.

4

THE PHILLIPINES



GESTURE:

Rest your chin on one hand.

MEANING:

Expresses "loss in business".



GESTURE:

Bow with one hand extended downwards.

MEANING:

A way to say 'excuse me' when passing between people.



GESTURE:

Wiggle your index finger, palm up.

MEANING:

Used to beckon dogs – rude if aimed at people!

5

NEPAL



GESTURE:

Hold one hand in front of you, palm forwards, and swivel your wrist.

.....

MEANING:

No (equivalent to shaking your head in the west).



GESTURE:

Pointing using chin.

.....

MEANING:

Pointing at an object of conversation, rather than using the finger.



GESTURE:

Press hands together in front of your chest, in praying posture.

.....

MEANING:

Formal greeting.

6

FRANCE



GESTURE:

Raise two fingers towards nostrils.

.....

MEANING:

"It's as easy as this."



GESTURE:

Touch below the eye with your index finger.

.....

MEANING:

"I don't believe you."



GESTURE:

Holding out both hands with fingers pinched together.

.....

MEANING:

Indicates worry or stress.

7

GERMANY



GESTURE:

Tap your finger on your head.

.....

MEANING:

"You're crazy!"



GESTURE:

Make two fists with thumbs tucked in, bump them softly on a surface.

.....

MEANING:

"Good luck."



GESTURE:

Wave hand with palm facing in, in front of your face.

.....

MEANING:

"You are insane!"

8

SPAIN



GESTURE:

Rapidly open and close your hand in front of your body.

.....

MEANING:

"It's packed in there!"



GESTURE:

Lower hands to your waist, clench slightly, and move up and down as if carrying a heavy weight.

.....

MEANING:

"(S)he's so lazy!"



GESTURE:

Pass forefinger and middle finger down your face from your eyes.

.....

MEANING:

"I'm broke."

9

BRAZIL



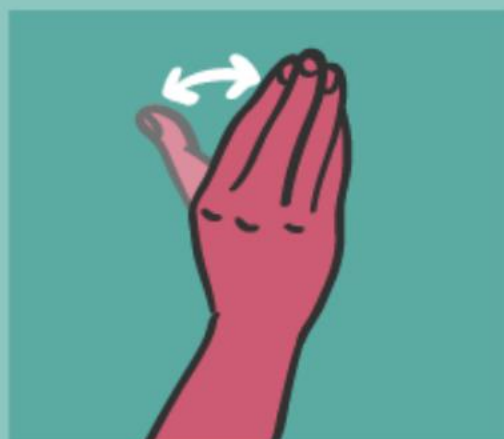
GESTURE:

Tap under your jaw with the back of your hand.

.....

MEANING:

"That's not true, it's just gossip."



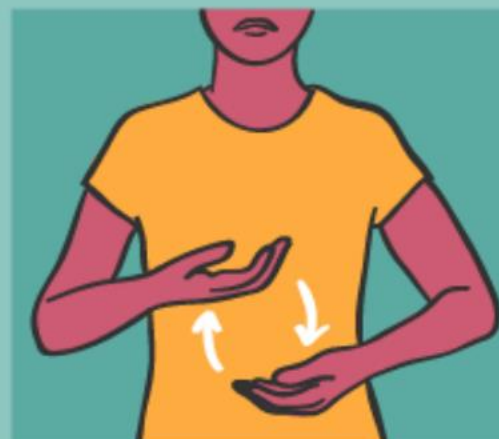
GESTURE:

Show the back of your hand with fingers up, and repeatedly close your thumb against your forefinger.

.....

MEANING:

It's full (i.e. car park, nightclub).



GESTURE:

Hit your fingers with those of your other hand. Alternate hands.

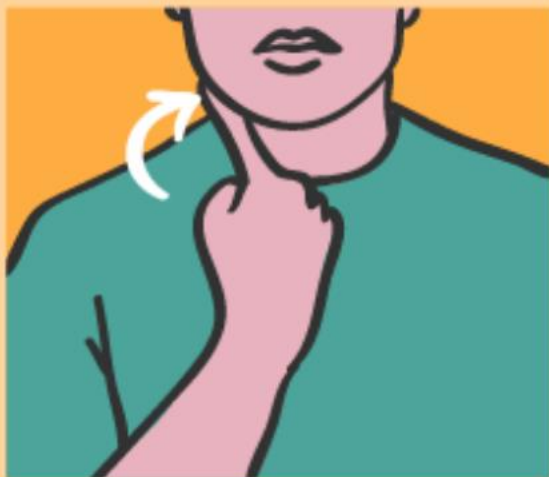
.....

MEANING:

"I don't care."

10

RUSSIA



GESTURE:

Flick your throat with your forefinger.

.....

MEANING:

"Let's have a drink."



GESTURE:

Stretch left hand behind your head and scratch your right ear.

.....

MEANING:

"This is getting too complicated."



GESTURE:

Trace your thumb across your throat.

.....

MEANING:

"I've had enough."

11

JAPAN



GESTURE:

Point at your nose with your forefinger.

.....

MEANING:

"I" or "me".



GESTURE:

Index and middle finger up, palm facing out.

.....

MEANING:

Used in photos to show you are happy and having a good time— because Japanese people generally won't smile for photos.



GESTURE:

Arms crossed, away from your body, with hands open and side-on to the recipient.

.....

MEANING:

"Not allowed."

12

CHINA



GESTURE:

Link little fingers of both your hands, knuckles facing outwards.

.....

MEANING:

"We have reached an agreement, and we wish it well for the future."



GESTURE:

Hand on heart.

.....

MEANING:

Used to indicate a sincere promise.



GESTURE:

Make a circle with thumb and middle finger, rest your chin on it and scratch cheek with forefinger.

.....

MEANING:

"Shame on you!"

13

MEXICO



GESTURE:

Lift your arm with your palm towards your face.

.....

MEANING:

"Thank you."



GESTURE:

Bunch your fingers together on one or both hands, facing upwards, and shake them.

.....

MEANING:

A lot of something ('mucho').



GESTURE:

Tap the palm of your hand with the opposite elbow.

.....

MEANING:

Stingy.

14

USA



GESTURE:

Cross index and middle
finger and hold up.

.....

MEANING:

"Good luck."



GESTURE:

make a circle with you
finger and thumb and
fingers raised up.

.....

MEANING:

"Everything is OK."



GESTURE:

Reach your fist out to
touch another fist.

.....

MEANING:

"Hi friend."

THE FOREHEAD FIST

Brazil

Most effective with multiple grunts, it is to indicate stupidity.



THE THUMB IN A FIST

Australia, UK, Canada

A common playful gesture used by adults towards children, pretending to have stolen a child's nose.



Turkey

This is seen as aggressive and rude.



THE OUTWARD HAND

Greece, Africa, Pakistan

Seen as insulting or confrontational.

This evolved from the traditional practice of rubbing dirt, faeces or ashes into the faces of convicts.



THE AWKWARD TURTLE

USA

Public acknowledgment that one's gaffe has caused social embarrassment.



American Sign Language
Means 'platypus'.



THE CHIN FLICK

France, Belgium, Tunisia

Is used to express supreme disinterest, or to tell somebody to 'get lost'.



Italy

It means 'I don't give a damn'.



THE FIST AND ELBOW

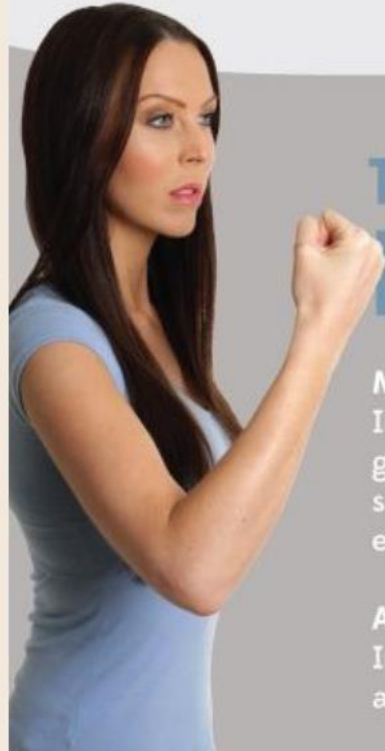
Mexico, South America

In many Latin American countries, this gesture - known as the 'tacaño', meaning stingy - illustrates that the recipient rarely extends their arm to pay the bills.



Austria, Germany

Indicates that the recipient is an idiot, and their brain is in their elbow.





THE CROSSED FINGERS

Australia, USA, UK, Canada

To cross one's fingers is to wish for good luck.



Vietnam

Crossed fingers are said to resemble female genitals, hence this gesture is seen as lewd.



THE 'V' SIGN

USA

A harmless backwards sign for peace.



Australia, UK, Ireland, NZ

Seen as rude and frequently used to signify contempt or defiance towards authority.





THE OKAY

Australia, USA, UK, Canada
Indicates satisfaction.



Brazil
If the okay sign is turned upside down it is considered a rude gesture, equivalent to the one finger salute.



THE HORN FINGERS

USA
Adopted by rockers as a sign of approval, and in essence, to 'rock on'.



Italy, Brazil, Colombia, Portugal, Spain

In other parts of the world, to make this sign at someone is to tell them their wife is cheating on them.



THE FINGERS ALL TOGETHER



Italy
'What is this?' or 'What do you want?'
– usually done with a flick of the wrist.



Democratic Republic of the Congo
A sign for a small amount of something.



Turkey
Indicates that something is beautiful or well.



Egypt
A motion to show you'll only be a minute.



ALWAYS REMEMBER



Communicating with hand gestures is a great short-cut to interacting with the locals. Try learning a handful of them to build an instant rapport with your new friends and neighbours.





A



B



C



D



E



F



G



H



I



J



K



L



M



N



O



P



Q



R



S



T



U



V



W



X



Y



Z