Business Communication

Nonverbal How-To's

The purpose of this activity is to define what you and others in the class consider effective nonverbal behavior in some social situations. For each of the social situations below, list the nonverbal behaviors you believe will achieve the stated goal. Compare the responses of the group members. Reflect on the behavior of yourself and others and consider how you might change some of your nonverbal cues to communicate more effectively. Prepare a response to share with the class.

Example: *Initiate a conversation with a stranger at a party make eye contact, offer hand in greeting, smile, come within four feet of the other person, turn body towards the other person, nod occasionally when the other is talking.*

1) Take control or exercise leadership in a class group.

2) Come across well in a job interview.

3) Tell an interesting joke or story.

4) Appear friendly and warm without "coming on too strong."

5) Signal your desire to leave a conversation when the other person keeps on talking.