

Environment refers to how our surroundings impact and shape the way we communicate – 2 nonverbally. For example Outdoor Meetings Conducting meetings in a park or garden, where the calm and scenic environment can lead to more relaxed body language and open communication. 3 – outward appearance Nonverbal communication is also thought to be facilitated by the colors we wear, the clothes we dress up in, the haircuts we have, and other physical characteristics. For example When you go to a job interview, your clothes and hair must be neat in order to gain the manager's approval. 4 – Eye contact Eye contact is when we look directly at a person's eyes as we talk to him/her. For example When you take a patient's history, you must listen to him and look into his eyes so that he will gain your respect and give you all the information. 5 – body language Body posture can be used to determine a participant's degree of attention or involvement during a conversation. Bad posture, like slouching, may indicate the listener is bored or uninterested in the conversation. If the person you're speaking to is standing or sitting still, upright and leaning forward, they are signaling that they are focused, attentive and engaged in the conversation. Example: As you watch a coworker give a presentation, you sit upright with your arms on the table. This shows you're engaged in their presentation. If you slouch in your seat, they may think you're disinterested. 6 – gesture Deliberate movements and signals are an important way to communicate meaning without words. For example, Waving to a friend, pointing to a restaurant menu item, and indicating how many apples you want by holding up three fingers Other types of gestures that you may recognise are the 'ok' hand gesture, the 'thumbs up' or 'thumbs down', or putting your finger to your mouth to tell someone to be quiet. 7 – facial expressions Facial expressions include smiling, frowning, eye rolling, making eye contact, scowling, and appearing bored or interested. Other facial expressions might indicate excitement or even shock, like opening one's eyes or mouth widely. For Example: Someone might raise their eyebrows and open their eyes widely if they feel surprised. 8 – Timing Timing is key when it comes to communication, as reaching out at the right time can make all the difference. FOR EXAMPLE : Arriving on time for an interview shows that you have a strong personality and that you care about the person in front of you. Also, when you answer the question within the specified time, it indicates your interest in the person in front of you. 10 – Paralinguistics Tone of voice: The tone of your voice can convey a range of emotions, from enthusiasm and confidence to sadness and frustration. Be mindful of your tone and adjust it as necessary to match the content and context of your message. Volume: The volume of your voice can signal your level of confidence and authority, as well as your willingness to engage with your audience. Be sure to speak clearly and audibly, but avoid shouting or speaking too softly. Inflection: Inflection refers to the rise and fall of your voice, and can add nuance and emphasis to your message. For example, raising your voice at the end of a sentence can signal a question or uncertainty, while a falling inflection can signal a statement or assertion.