



# *Essential Tips*

*courtesy of Co-Op Education Centre & Job Placement Centre*

## *Don'ts of Non-Verbal Communication*

*By Tan Sim Ai & Destenie Chua*





# #1: Portraying Nervous Habits

- *Learn to take control of your movements.*
  - Avoid exposing your nervous ticks, especially in an interview or any meetings.
    - Leg shaking
    - Fidgety hands
    - Bouncing knee
    - Finger tapping on the table.
- Gestures convey a lot of information. So keep calm, and take control.

“What you do not say says a lot.”



## #2: Personal Space Invasion

- *Be aware of your proximity with others.*

Your distance with your listener is translatable to your communication type – professional, friendly or intimate.

- *Proximity will affect the outcome of your conversation.*

Intruding on others' personal space may cause them to feel uncomfortable and distracted from your intended message.

“Getting out of your comfort zone does not mean you intrude on others' comfort zone.”





## #3: Eye Contact

- *Too much or no eye contact*
  - Maintaining eye contact is one thing, but having the appropriate eye contact is another.
    - **Poor eye contact** shows **disinterest**.
    - **Too much eye contact** can be **intimidating** and may turn into an awkward stare down.
- *Too much blinking*
  - Appropriately, two blinks per sentence.
  - Too much blinking may distract the person from what you are talking about or from listening to you.

"Remember to pair your good eye contact with a genuine smile."



### #4: Inappropriate attire

- *You portray what you wear.*
  - Be aware of how you dress as our wardrobe can be conveyed as status, personality, character and taste.
- *Know the function, dress the role*
  - Be it attending an interview, a meeting, or an appointment, match your attire to the occasion.
  - Always ensure that your dressing is appropriate for the function. You may not know who you will meet.

"Dressing appropriately is a strategy for image development."



# #5: Inappropriate Facial Expressions

- *Lips Expression*

- Like all other non-verbal communication, they convey a meaning that is not usually said.
- Lips play a huge part in facial expressions and is often linked with desire and other emotions.
- Avoid pouting, biting, licking one's lips.

- *No Expression*

- Employers want to hire humans, not robots.
- Wear a smile to cue friendliness, happiness and it will help others to see you as someone approachable and react positively to you too.

"Be aware of what you are not saying. You do not want to give someone the wrong impression."





*Tune in next week for more*

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