

Essential Tips courtesy of Co-Op Education Centre & Job Placement Centre

Don'ts of Non-Verbal Communication

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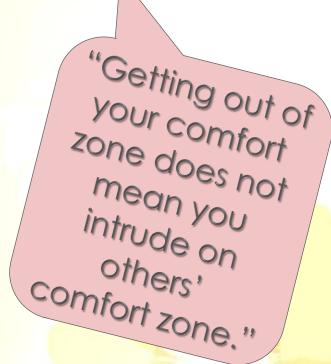
#1: Portraying Nervous Habits

- · 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.







#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.





#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 listening to you.



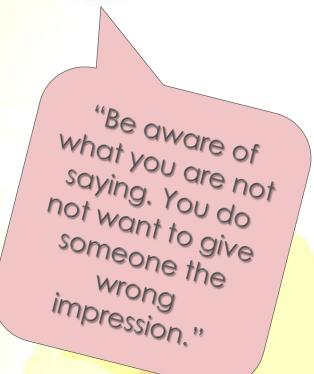


#4: Inappropriate attire

- · 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.



#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.



Tune in next week for more

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