

Essential Tips

courtesy of Co-Op Education Centre & Job Placement Centre

Dos of Non-Verbal Communication

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#1: Good Eye Contact

- *Relax & don't stare*
 - Try to calm down and control your nervousness. Your aim is to create a pleasant conversation so the other party will feel comfortable talking to you.
- *Listen attentively*
 - When you really listen to what the other party has to say, naturally your eyes will focus on his/her eyes.

"Greet someone with smiling eyes."



#2: Be Mindful of Your Posture

- *Keep your shoulders back*
 - Do not slump forward. This helps your voice sound better.
- *Keep your chin up*
 - You don't need to stare at the ceiling. Just ensure you avoid putting your head down.
- *Plant your feet*
 - Stand on the balls of your feet, 7 to 12 inches apart. This will keep your body balanced and stabilise your posture.

"Stomach in,
chest out!"



#3: Genuinely Smile

- *Builds rapport & attraction*
 - Subconsciously, smiling at others will cause them to smile back at you.
- *Encourages trust*
 - Studies have shown that people are more trusting of those with a genuine smile.
- *Increases positive communication*
 - When people smile, they tend to lower down their guard and this will allow positive energy to flow in.

"Use your smile to change the world, do not let the world change your smile."

-unknown



#4: Firm Handshake

- *First impression*

- It is important to give a good first impression especially towards potential employers during interview sessions.

- *Mutual respect*

- It represents a mutual respect between two people who are shaking hands before any verbal communication begins.

- *Avoid being a 'bone crusher'*

- Remember not to overly grip when you shake hands as it will indicate a sense of arrogance and controlling behavior.

"Let your handshake be a greater bond than any written contract."

- Steve Maraboli



#5: Body Language

- *Be Observant*

- Be observant of other's body language and also be sensitive when portraying your own.
- Reading body language requires careful understanding and exploration on the context. So, always pay attention.

- *Being quiet*

- Keeping quiet when there is an expectation for you to reply is also a type of negative body language.

- *Cultural differences*

- Be cautious of cultural differences as similar gestures may give different meanings.

"You can never understand one language until you understand at least two."

-Geoffrey Willans

Tune in next week for more

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