CHAPTER 5: NONVERBAL

**NONVERBAL COMMUNICATION**- encompasses the broad spectrum of messages we send without verbalizing our thoughts or feelings; bodily movements, space, touch, personal appearance, paralanguage, silence and time

* Intentional and unintentional
* Ambiguous (example: different hand signals for saying hello)
* Multichannel (body, voice, appearance) unlike language which provides only one channel (symbols)
* Culturally bound-meaning derived from one’s culture

**TYPES AND FUNCTIONS OF NONVERBAL COMMUNICATION**

**KINESICS** is the study of bodily movements

* **Emblems**- body movements that take place of words
* **Illustrators**- nonverbal symbols that reinforce a verbal message
* **Affect Displays**- nonverbal signs of our emotional state
* **Regulators-** nonverbal behavior used to control, or regulate communication between people
* **Adaptors-** nonverbal behaviors used to adjust or cope with uncomfortable communication situations

**TOUCH** conveys a wide range of emotions; usually spontaneously

**PARALANGUAGE AND SILENCE**

**Paralanguage** is the vocal aspect of delivery that accompanies speech and other nonverbal utterances; pitch or tone, volume (loudness), rate (speed, can convey our emotional state), quality (richness of one’s voice)

**Silence** the absence of using your voice (both positive and negative)

**PROXEMICS (SPACE)** the study of physical space as it relates to human interactions

**Personal Space-** is the area that exists between us and others

* Intimate distance-appropriate distance for highly personal communication; touching to 18 in.
* Personal distance- interpersonal interactions dealing with personal matters; 18 in. to 4 feet
* Social distance-communication of nonpersonal nature; 4 feet to 12 feet
* Public distance- public communication; exceeding 12 feet

**Territory** space we stake out as our own (our bedroom, our office)

**Physical Appearance and Clothing**

**CHRONEMICS** is the study of time

**IMPROVING NONVERBAL COMMUNICATION**

* Explore all possible meanings
* Look for nonverbal messages that are consistent with verbal statements
* Use questions and descriptive feedback to achieve accuracy
* Monitor your own use of nonverbal communication