

Nonverbal Communication Worksheet

Name: _____ Date: _____ dd / mm / yyyy

This worksheet is designed to help you become more aware of nonverbal communication cues and understand how to interpret them effectively.

UNDERSTANDING NONVERBAL CUES

Write down examples of the nonverbal cues listed below.

Facial expressions Example 1: _____ Facial expressions Example 2: _____

Body language Example 1: _____ Body language Example 2: _____

Tone of voice Example 1: _____ Tone of voice Example 2: _____

Eye contact Example 1: _____ Eye contact Example 2: _____

OBSERVING NONVERBAL COMMUNICATION CUES

What nonverbal cues did you notice in the other people?

What message do you think they were trying to convey?

What nonverbal cues did you use in the observation?

MATCHING NONVERBAL AND VERBAL COMMUNICATION

Scenario 1: Someone says, "I'm fine," but they avoid eye contact and have slumped shoulders. Your interpretation:

Scenario 2: A colleague enthusiastically says, "This is great!" while rolling their eyes. Your interpretation:

PRACTICING NONVERBAL SKILLS

Choose one of the following nonverbal behaviors listed below to focus on in your next interaction. Use the guided questions to reflect on your chosen nonverbal behavior.

Check all that apply:

- ☐ Maintaining appropriate eye contact
- ☐ Using open body language
- ☐ Modulating your tone of voice
- ☐ Smiling or using positive facial expressions
- ☐ Other

Which behavior will you practice?

What strategy will you use to remind yourself to practice this behavior?

FEEDBACK FROM OTHERS

Ask a trusted friend or colleague to observe your nonverbal communication. After a conversation, ask them for feedback using the questions below. Write their answers in the space provided.

Were my nonverbal cues consistent with my verbal message?

What nonverbal behaviors stood out to you?

Additional notes: