

I'm not a bot































Communication is very important as people spend about 75 % of their waking hours communicating of which about 80 % happens non-verbally by understanding and sending non-verbal cues. Failure to act or silence is also a way of communication, but the only difference is that results you get are not as you intend. Actions are not always so parallel to words spoken. Thoughts, ideas, emotions and feelings are shared by people with expressions and movements. Even environmental factors can be taken as non-verbal communication. Wordless communications are mostly true and are not fake. Verbal and non-verbal communication occur simultaneously. People interpret messages according to how you react, listen, look, etc. at the time of communicating. Things like if you care for something or not and if you are reacting required or not. When verbal and non-verbal signals do not match, it creates distrust, unclear message, misunderstandings and confusion. Non-verbal communication is more impactful than verbal communication. Convey empathy and emotions Non-verbal communication is used to show emotions like happiness, anger, sadness, interest, curiosity, hurt, annoyance, anxiety, embarrassment, pleasure, hope, etc. People show these emotions unconsciously most of the times. They express their empathy through non-verbal communication too. People do not unconsciously fake non-verbal communication but only sometimes do it deliberately. When you communicate, you must compliment what you say with your gestures and body language. You should also work to notice the non-verbal cues of the people you are interacting with. Proper interpretation Interpretation of non-verbal signals us not very easy at all times as it differs from person to person and culture to culture as well as non-verbal communication does not have fixed meanings and is different according to contexts. But noticing and interpreting it properly gives you an advantage over the other person. We learn to do it since childhood and we try to interpret consciously when we need it. Misinterpretations can destroy relationships and creates problems. Instinctive nature As non-verbal communication is based on instinct mostly, people speak truth. We should believe non-verbal messages more than verbal messages if there is a conflict between two people. They show non-verbal cues as an instinct and accompany verbal communication. Non-verbal communications are mostly natural like crying or laughing or having a personal space. Not only humans, some animals also show this kind of behavior. Workplace Efficiency Non-verbal communication makes work in offices better. It can also help in interviews and businesses. Many other professions like teachers, journalists, lawyers, doctors, etc. need to communicate in regular basis. If their non-verbal communication is not up to the mark, then their work will suffer. For example, eye contact in interviews and meetings show confidence and interest. While eye contact shows those things, it can also show overconfidence. It also shows trustworthiness and accuracy of intentions. Understanding Non-verbal communication increases understanding of messages. When verbal and nonverbal communication are similar, it establishes better perspective on the message being sent. The sender of message as well as receiver gets what is the intended meaning of the message and can act accordingly. Process of sending and receiving of message is successful and gets desired results. Effects of Non-verbal communication These are the 5 effects of non-verbal communication Repetition Non-verbal signs are important as it puts more emphasis and reinforcement to the things being said. When you are angry and your body language also shows you are, then the person who is being scolded will feel afraid. If body language is different, then the scolding won't work. Contradiction Non-verbal signals can be contradictory to what is being said. At those times, non-verbal signals are true mostly. For instance, when you ask someone and he/she says that they are fine but are crying or having sad expressions. Contradiction in verbal and non-verbal communication is also sometimes important to know emotions of the people involved. Substitution Many times, non-verbal communication takes place instead. Sometimes silence also communicates better than words and it is contextual. Traffic signals can make people do things without words. Similarly, signals in games also denote different things which are established and everybody understands. Complementing Non-verbal communication mostly works complimentary to verbal signals. For example, people in pain say that they are in pain whereas their expressions and gestures also say the same thing. Gestures add and accompany words which have similar meanings. Accenting Non-verbal cues can act as a way to emphasize certain points in a conversation. Non-verbal communication acts stronger than verbal communication in most cases. If you want to point or underline a specific part of message, then you use some signs which show that you mean that. For example, you can point a finger on table to show it is said with power or anger. Therefore, non-verbal communication is more important than verbal communication in many situations. So, its importance is situational and contextual but without it communication is incomplete. Sometimes, non-verbal communication can stand alone of those, but we use that almost every time. However, nonverbal behaviors enjoy close to zero formality, depending on the situation. Non-verbal communication occurs with using any one of the words. Instead of writing or speaking, it is used in non-verbal communication. All verbal words are used in non-verbal communication, if it can effectively communicate more natural feelings more naturally than verbal methods of communication. Communicating by means of nonverbal communication are eye contact, facial expressions, gestures, posture and body orientation. Body language is more natural words on the utterance of words. Bertol and Martin (2000-441) define nonverbal communication as "communication by means of elements and behavior that are not coded into words." It is carried out using nonverbal codes, which consist of symbols that are not words, including non-verbal vocalizations. Bodily movement, facial expressions, the use of space, or other artifacts are all nonverbal codes. Lesikar and Pettit (2002-648) define non-verbal communication as "All communication that involves neither written nor spoken words but occurs without words." When communication is made with the use of nonverbal codes, it is referred to as nonverbal communication. Studies estimate that nonverbal aspects account for between 65 and 93 percent of what is communicated (Birdwhistell, 1970). Sometimes, nonverbal messages contradict verbal communication, but often, they express feelings more accurately than spoken or written language. Non-verbal communication plays a significant role in our daily interactions. It is the symbolic expression of messages without the use of words or verbal utterances. Non-verbal messages work in conjunction with verbal messages to convey meaning. The question to ask is, How do nonverbal messages function in relation to speech? In this regard, Hickson and Stacks (1989) identified six major functions of nonverbal communication: repetition, contradiction, substitution, accentuation, supplementation or modification, and regulation. The following discussion provides details on these functions: Repetition involves reinforcing verbal messages through redundancy. For example, if someone asks, "How far is the next town?" and you respond with "Two miles" while simultaneously holding up two fingers, this redundancy repeats the verbal message using a different channel, making it easier for others to understand. Contradiction is the opposite of repetition and negates the verbal message. It occurs when nonverbal cues, such as tone of voice or facial expressions, contradict the spoken words. For instance, when a person's tone is sarcastic, it contradicts the literal meaning of their words. Substitution involves using nonverbal messages to replace verbal messages. For example, a person may convey happiness by smiling and making a fist with a raised thumb, substituting the need for spoken words to express their joy. Accentuation occurs when nonverbal messages are used to emphasize or strengthen words. For instance, some people may raise their voices or use gestures to emphasize a point during a conversation. These nonverbal cues accentuate their verbal statements. Supplementation or modification happens when nonverbal messages accompany verbal words to slightly change or enhance their meaning. For example, a hug may supplement the words "I love you," and a smile can modify the sentence "It's nice to see you." Regulation takes place when nonverbal messages help control the flow of verbal communication. Elements like eye contact, touch, body positioning, and vocal pitch are used to regulate conversations. For example, a professor may call on a student by making eye contact. These functions can occur separately or in combination, through multiple channels, and simultaneously. They are crucial for effective communication. However, nonverbal messages can also be a source of confusion and miscommunication. Some important points expressing the importance, necessity, advantages or functions of non-verbal communication are discussed below: Various non-verbal cues of the speaker, like physical movements, facial expressions, a way of expression, etc., play an important role in expressing the inner meaning of the messages in face-to-face conversation and interviews. For example, the speaker's facial expression indicates his attitude, determination, depth of knowledge, etc. The format, neatness, language, and appearance of the envelope used in a written message send a non-verbal message regarding the writer's status, choice, level of education, etc. Sometimes the appearance of the listeners and receivers conveys their attitudes, feelings, and thoughts regarding the messages they have read or heard. 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