

  
Name and Student Number:

## Learning Unit 4: Non-Verbal Communication

### WORKSHEET

*LO1.1: Define non- verbal communication*

#### **Activity 1: Understanding Non-verbal Communication**

**Instructions:** Describe what is meant by the term “non-verbal communication”. Use an example to support your answer

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*LO1.2: Explain denotative and connotative meaning within verbal communication*

#### **Activity 2: Understanding the functions of Non-verbal communication**

**Instructions:** Choose one (1) of the functions of nonverbal communication (e.g. accenting OR complementing OR substituting OR contradicting OR regulating OR deceiving). Then do the following:

1. Explain the function you selected in your own words using examples

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*LO2.1: Identify the types of non-verbal communication.*

**Activity 3: Group Activity**

**Instructions:**

1. Select a type of nonverbal communication from the jar
2. In groups of 3 or 4, create a scenario of how you would use the specific type of nonverbal communication you selected.
3. Act out this scenario in your group

*LO2.2: Discuss the differences between kinesics and proxemics within non-verbal communication.*

**Activity 4: Differentiating between kinesics and proxemics**

**Instructions:** Write a paragraph (100-150 words) differentiating between kinesics and proxemics in the context of non-verbal communication.

*LO2.3: Explain the role of understanding chronemics within the framework of non-verbal communication.*

**Activity 5: Understanding chronemics in different cultures**

**Instructions:** Choose two different cultures (e.g. French and South African) and research how different cultures manage time.

## LO2.5: Analyse the non-verbal communication in the workplace

### Activity 4.2.1: Nonverbal communication in an interview

Enabled: Statistics Tracking



In this activity, you will create a set of **guidelines** on the **types** of **nonverbal** behaviours that are most **appropriate** in a job **interview**.

#### Instructions:

1. Using the **Internet** and any other appropriate resources, conduct further **research** into the **do's** and **don'ts** of **nonverbal** communication in an interview.

- ! Pay particular attention to:
  - Both **appropriate** and **inappropriate** behaviour;
  - Interview **deal makers** and **deal breakers**.
  - Find **examples** to support your guidelines.

2. Using any **format** and **application(s)** of your choice, create a **set** of **guidelines** on the **do's** and **don'ts** of **nonverbal** communication in an interview. Make sure that your guidelines **include**:
  - a. A suitable **title**;
  - b. **Definitions**, in your **own** words, of the different **types** of **non-verbal** communication relevant to a job **interview**;
  - c. Examples of at least **one appropriate** and **one inappropriate** nonverbal behaviour for **each type** of nonverbal communication.

- ! Be as **original** and **creative** as possible.
  - Make sure that you **acknowledge** all sources appropriately.

3. **Save** a copy of your guidelines, including your **surname** and **student number** in the **filename**.
4. Return to this screen and click on the link **above** the **red arrow** to open the **Discussion** tool.
5. In a **new** thread:
  - a. **Attach** your guidelines;
  - b. Briefly **discuss** the ways in which **each** appropriate/inappropriate behaviour you identified in 2(c) above may **impact** interpersonal **communication** during an interview.
6. Once you have **submitted** your post:
  - a. Read the **guidelines** and **answers** posted by your peers;
  - b. Use the **five-star rating** function in the discussion tool to rate at least **two** of them. Pay particular attention to how **useful** you believe others will find the guidelines.
  - c. **Reply** to the posts you have rated, clearly **motivating your rating**.