



# Divine Solutions for Life, Inc.

Holistic Solutions for Your Mental, Spiritual, and Physical Well-being

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A 501(c)(3) Nonprofit Organization

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## NONVERBAL COMMUNICATION

### A COMPREHENSIVE GUIDE & WORKSHEET

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#### INTRODUCTION

Research shows that a large percentage of communication is nonverbal — conveyed through tone, body language, and facial expressions. People may forget the words you say, but they remember how your presence and delivery made them feel. This guide highlights the importance of nonverbal communication and how to use it effectively.

#### KEY ASPECTS OF NONVERBAL COMMUNICATION

- **Tone of Voice:** Can reinforce or contradict words. A calm tone builds trust; sarcasm or harshness creates distance.
- **Body Language:** Posture, gestures, and movement convey openness or defensiveness. Leaning in shows interest; crossed arms may signal withdrawal.
- **Eye Contact:** Demonstrates attention, honesty, and respect. Too little can seem avoidant; too much can feel aggressive.
- **Facial Expressions:** Convey emotions even without words. Smiles, frowns, or raised eyebrows all send powerful signals.
- **Personal Space & Proximity:** Respecting boundaries communicates care and sensitivity. Invading space can feel intimidating; distance can feel cold.

## **BARRIERS IN NONVERBAL COMMUNICATION**

- Mixed messages (words say one thing, body language says another).
- Cultural differences in gestures, eye contact, or space.
- Lack of awareness of one's own nonverbal signals.

## **BIBLICAL PRINCIPLE**

**“Let your gentleness be evident to all.” – Philippians 4:5 Our words and our actions should align, reflecting Christ-like love and respect.**

# NONVERBAL COMMUNICATION AWARENESS WORKSHEET

Instructions: For each scenario, reflect on the nonverbal cues that may be at play and practice aligning them with healthy communication.

## Scenario 1: Tone of Voice

You tell your child, 'I'm listening,' but your tone is impatient and rushed. What message is your tone sending? How could you adjust it to better match your words?

## Scenario 2: Body Language

You say, 'I'm open to feedback,' while sitting with crossed arms and no eye contact. How might this come across? What body language could communicate openness?

## Scenario 3: Eye Contact

During a team meeting, you rarely look up from your laptop while others are speaking. How could this be interpreted? What adjustment would show respect and engagement?

## Scenario 4: Facial Expressions

Your friend shares exciting news, but you look distracted and serious. How might they feel in response? How can facial expressions encourage connection?



### Scenario 5: Personal Space

A coworker leans in very close while talking. How might this affect your comfort? What's a respectful way to address it assertively?

### SELF-REFLECTION QUESTIONS

Which nonverbal habit (tone, posture, eye contact, etc.) do I most need to improve?

How can I ensure my words and body language match more consistently?

When do I notice myself giving off mixed messages?

Which scripture or affirmation can remind me to communicate gently and clearly?