



Communicating Nonverbally: A Practical Guide to Presenting Yourself More Effectively

Kathryn Sue Young, Howard Paul Travis

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Useful knowledge about nonverbal communication is much more than simply recognizing terms and theories. Effective nonverbal communication is an applied skill contributing to perceptions of credibility, trustworthiness, reliability, and professionalism. Nonverbal communication skills are essential for a successful social life and career. Through numerous examples and exercises, this engagingly written, practical guide to nonverbal communication helps the reader recognize the available choices for nonverbal behavior and potential consequences of those choices. The complexity of a diverse workplace brings new subtleties to the concepts that form the foundation of nonverbal communication. Are the messages we are sending and receiving being decoded appropriately? Technology adds another dynamic to nonverbal communication, but the basic skills of using image, space, movement, message delivery, and time to present oneself well remain indispensable in all contexts. The authors outline a number of challenges that test nonverbal competence and encourage readers to embrace the opportunities to hone their nonverbal communication skills.

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