

Non-verbal communication essays example

[Sociology](#), [Communication](#)



The institutional affiliation

Dear Supervisor,

I would like to share my suggestions on how to become a more effective leader and improve the workplace using non-verbal communication. Many people who have met ex-president Bill Clinton, for example, later admitted that he is a master of non-verbal communication, always makes an eye contact and engages his interlocutor. There are many nonverbals which can help you to improve your public speaking skills and become even more effective leader.

First of all, it is very important to talk to people you work with or control each day. Very often managers today forget to leave their office to discuss the working process and environment and are seen only when it is necessary. Being seen and spending time with the team would help to create comfortable and friendly workplace.

Gestures and manners are extremely important. Make sure you remember about them in each situation so that you can be an example to others. Try to use as many gestures as you can, however, they must be smooth and effective. No one wants to watch a person speaking and keep their hands behind the back.

I believe that eye contact and voice must be paid extra attention too.

Sometimes one may forget to keep steady eye contact with the audience as they speak for a long time. Please make sure not to make such mistake, otherwise no one will listen to you no matter how important or interesting the topic is. Many actors and broadcasters (Tom Brokaw, for example), practiced screaming so that their voice would sound lower as usually

audience doesn't like too high voices. Therefore, always make sure that people can hear you everywhere in the room, however, try to speak with rounded and deeper tone of voice.

Most influential leaders, such as Benjamin Franklin, Abraham Lincoln, Barak Obama used non-verbal communication during each contact with their audience as it is necessary and integral part of being real leader and example for others.

Hope my email is helpful and will be glad to answer questions if any.

Best Regards,