



**PLANIT**  
TEACHERS

## Effective Communication Matters: Mastering Para-verbal and Non-verbal Skills

**Student Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Due Date:** \_\_\_\_\_

### Introduction to Effective Communication

Effective communication is crucial in everyday life, and it involves not only verbal but also para-verbal and non-verbal skills. This worksheet is designed to help 16-year-old students understand the importance of para-verbal and non-verbal communication and develop essential skills to enhance their interpersonal relationships and academic performance.

**What is effective communication, and why is it important?**

## Understanding Para-verbal Communication

Para-verbal communication refers to the way we convey meaning through our tone, pitch, and volume. It can greatly affect the interpretation of our message and is essential in building strong relationships.

1. What is para-verbal communication?

2. How can tone, pitch, and volume affect the meaning of a message?

3. Provide an example of a situation where para-verbal communication is important.

## Recognizing Non-verbal Cues

Non-verbal cues, such as body language and facial expressions, can convey emotions and attitudes. Being aware of these cues can help us better understand others and communicate more effectively.

1. What are some common non-verbal cues that can convey emotions or attitudes?

2. How can body language, such as posture or facial expressions, affect communication?

3. Describe a situation where non-verbal cues helped or hindered communication.

## Active Listening

Active listening is the process of fully concentrating on and comprehending the message being conveyed. It involves maintaining eye contact, nodding, and asking questions to ensure understanding.

1. What is active listening, and why is it important in communication?

2. How can you show that you are actively listening to someone?

3. Provide an example of a situation where active listening is crucial.

## Overcoming Communication Obstacles

Effective communication can be hindered by various obstacles, such as cultural or language barriers. Being aware of these obstacles and developing strategies to overcome them can improve our communication skills.

1. What are some common obstacles to effective communication?

2. How can cultural or language barriers affect communication?

3. Describe a strategy for overcoming a communication obstacle.

## Role-Play Activity

Work in pairs to role-play a scenario where you have to communicate effectively, such as a job interview or a conversation with a friend. Focus on using positive body language, tone, and pitch to convey confidence and friendliness.

## Reflection

Reflecting on our communication skills and experiences can help us identify areas for improvement and develop more effective communication strategies.

1. What did you learn about para-verbal and non-verbal communication from this worksheet?

2. How can you apply what you learned to your daily life?

3. What challenges do you think you may face in using effective communication skills, and how can you overcome them?

## Case Study

Read the following scenario: "You are working on a group project, and one of your team members is not contributing to the discussion. How can you use effective communication skills to address the issue and ensure the project's success?"

1. What non-verbal cues can you use to show that you are engaged and interested in the discussion?

2. How can you use active listening to understand the team member's perspective?

3. What strategy can you use to encourage the team member to contribute to the discussion?



Understanding our communication style and being able to adapt it to different situations can help us communicate more effectively.

1. What is your communication style, and how can you adapt it to different situations?

2. How can you use para-verbal and non-verbal cues to convey confidence and friendliness?

3. Describe a situation where you had to adapt your communication style to effectively communicate with someone.

## Conclusion

In conclusion, effective communication is a vital skill that involves not only verbal but also para-verbal and non-verbal skills. By understanding and developing these skills, we can improve our interpersonal relationships, academic performance, and overall communication.

1. What are the key takeaways from this worksheet?

2. How can you apply what you learned to your daily life?

3. What do you think is the most important aspect of effective communication?