



## Introduction

Effective communication is crucial in everyday life, and it involves more than just verbal communication. Para-verbal and non-verbal communication play a significant role in conveying messages and building relationships. 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.

## Section 1: Understanding Para-verbal Communication

1. What is para-verbal communication, and how does it differ from verbal communication?
2. Provide an example of how tone of voice can affect the meaning of a message.
3. How can pitch and volume be used to convey emotions and attitudes?

### Activity 1: Tone of Voice

Read the following sentences and identify the tone of voice:

- "I'm so excited for the party tonight!" (\_\_\_\_\_)
- "I'm not going to the party tonight." (\_\_\_\_\_)
- "Can you please pass the salt?" (\_\_\_\_\_)

Discuss how the tone of voice can change the meaning of each sentence.

## Section 2: Understanding Non-verbal Communication

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1. What is non-verbal communication, and how does it convey meaning?
2. Provide an example of how body language can reinforce or contradict verbal communication.
3. How can facial expressions be used to convey emotions and attitudes?

### Activity 2: Body Language

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Watch a video or observe a person's body language and identify the following non-verbal cues:

- Open and closed body language
- Eye contact and avoidance
- Facial expressions and emotions

Discuss how these non-verbal cues can convey meaning and affect relationships.

## Section 3: Overcoming Communication Obstacles

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1. What are some common obstacles to effective communication, such as cultural or language barriers?
2. How can active listening and empathy help overcome these obstacles?
3. Provide an example of a time when you had to communicate with someone from a different cultural background.

### Activity 3: Communication Scenarios

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Read the following scenarios and discuss how you would communicate effectively in each situation:

- Asking a teacher for help with a difficult assignment
- Resolving a conflict with a friend
- Introducing yourself to a new classmate

Consider the role of para-verbal and non-verbal communication in each scenario.

## Section 4: Practicing Effective Communication

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1. What are some strategies for using positive body language and tone to enhance communication?
2. How can you use "I" statements to express feelings and needs?
3. Provide an example of a time when you used effective communication to build a stronger relationship.

### Activity 4: Role-Play

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*Practice using effective communication skills in a role-play scenario:*

- Ask a partner to role-play a scenario with you, such as asking for help or resolving a conflict.
- Focus on using positive body language, tone, and language to convey your message.
- Discuss what worked well and what could be improved.

## Conclusion

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Effective communication is a vital skill that involves both verbal and non-verbal cues. By understanding and practicing para-verbal and non-verbal communication, you can build stronger relationships, achieve greater academic success, and become a more confident and effective communicator.

## Assessment

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1. Complete the activities and questions throughout this worksheet.
2. Reflect on what you have learned and how you can apply it in your daily life.
3. Discuss your thoughts and insights with a partner or in a group.

## Extension

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1. Create a skit or video that demonstrates effective communication skills.
2. Research and present on a topic related to communication, such as the impact of social media on relationships.
3. Develop a personal action plan for improving your communication skills and overcoming obstacles.

