

THE ESSENTIAL DIMENSIONS OF NON-VERBAL COMMUNICATION

Abstract

The intricate and varied field of nonverbal communication has a substantial impact on interpersonal communication. The essential elements of nonverbal communication are studied in this chapter, which also reveals the levels of expression that go beyond spoken language. This study reconnoitres the essential factors that determine the silent language woven into everyday social encounters by observing body language, facial expressions, gestures, proxemics, and paralinguistic. Comprehensively, this chapter attempts to provide a thorough discussion about the significant aspects of nonverbal communication by combining research findings, real-world examples, and practical ideas. Facilitating a knowledge and understanding of these characteristics, the section enables the readers to effectively negotiate the complex fabric of human interaction, promoting better interpersonal ties and successful communication across a range of cultural and professional contexts.

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I. INTRODUCTION

The act of conveying information and creating mutual understanding between two people is referred to as communication. The sender and receiver are the two components of communication that are used frequently. Sender is the one who starts the conversation. The one who has to communicate a want, an idea, or a notion to others is referred to as the sender. In contrast, the recipient is the individual to whom the content is addressed. By choosing the words, symbols, or actions that go into composing a message, the sender chooses to encode the notion. The result of the encoding, which might take the shape of written, spoken, or non-verbal language, is the message. The communication carrier, also known as the medium or channel, is used to transmit the message. The medium might be in-person communication, calls, emails, messages, letters, notifications, and other forms of communication. The receiver translates the message it has received into useful information by decoding it. Two-way communication occurs with feedback and is more desirable and appropriate (Lunenburg, 2010).

The four stages of the communication processes are: initiating the communication; the sender is the person who has a need to communicate the desire, idea, or concept to one or more individuals; the receiver is the person to whom the message is sent. Communication is defined as the process of transferring information and fostering understanding between individuals.

Following are the four main categories of communication:

- Mass Communication
- Interpersonal Communication
- Group Communication
- Intra-personal Communication

The term "**intra-personal communication**" refers to mental communication. The foundation for all other types of communication is it. Communication with oneself is a kind of intrapersonal communication.

Communication between people is referred to as **inter-personal communication**. It involves a one-to-one information transfer. A great communication tool is dialogue. Another way that two people might interact is through inter-personal communication. A sender, a message, a recipient, and feedback are all present in this type of communication. As feedback is given right away, interpersonal communication happens instantly.

Sending and receiving messages to several group members is known as **group communication**. In a professional setting, groups frequently employ this kind of communication to share ideas, establish goals, and inspire other participants. Group sizes can vary, but they often include three or more people and as many as twenty. Smaller focus groups and entire departments can also benefit from effective group communication. Effective group communication enables members to share information that is required for achieving common objectives.

Mass communication is the act of conveying the same message to a big group of individuals at a specific moment. Mass communication is the simultaneous dissemination of information to a large audience. In the course of mass communication, the messages are disseminated by the media. The process of mass communication involves the dissemination of amusement, aesthetics, knowledge, facts, and other types of communications via television, periodicals, newspapers, radio, motion pictures, recorded music, and related media. The needs of mass media

In addition to the aforementioned four forms, communication may also be classified into two further categories.

- Verbal
- Non-verbal

One of the oldest form of sharing information or communication is **Verbal Communication**.

When we interact verbally with others, verbal communication takes place. Face-to-face meetings, phone calls, Skype or Zoom calls, etc. are all acceptable methods. Conversations over coffee or in the break room with friends are examples of casual verbal exchanges. Scheduled meetings are an example of a more formal verbal exchange. No matter the format, the quality and complexity of the words, how we combine them to convey a larger message, and the intonation (pitch, tone, cadence, etc.) used when speaking are all equally important. Even while verbal communication is crucial when done face-to-face, non-verbal communication is equally as significant.

Most of the time, our actions speak louder than our words. Face expressions, posture, eye contact, hand gestures, and touch are all examples of **Non-verbal communication**. It's crucial to pay attention to both your boss's words and non-verbal cues while you're conversing with them about your cost-saving suggestion, for instance. Verbally, your employer may agree with your concept, but nonverbal indicators like avoiding eye contact, sighing, a scrunched-up face, etc., say otherwise. Non-verbal communication has following dimensions:

- Proxemics
- Oculistics
- Haptics
- Vocalics
- Kinesics
- Objectics

II. PROXEMICS

Proxemics is the study of how individuals use and interpret spatial relationships in social contexts. Fostered by anthropologist Edward T. Hall in the 1960s, it examines how people and cultures create and maintain personal space as well as how this spatial behaviour influences social dynamics and communication. Understanding human relationships depends

heavily on proxemics, a crucial component of nonverbal communication. The following are some crucial elements of proxemics:

Personal Space:

- **Intimate Zone:** This is the closest personal space and is usually only used by those in very close connections, such as romantic partners or family members. Approximately 18 inches (45 cm) apart from the person from the point of physical touch.
- **Personal Zone:** Conversations in this area should be reserved for friends and acquaintances. The distance varies from the individual by around 1.5 to 4 feet (45 cm to 1.2 metres).
- **Social Zone:** This area is for interacting with friends and total strangers in informal social settings. It reaches a height of around 1.2 to 3.7 metres, or 4 to 12 feet.
- **Public Zone:** This is the outermost zone and is often utilised while speaking in front of a big group of people or in public. It extends beyond 12 feet (3.7 meters)

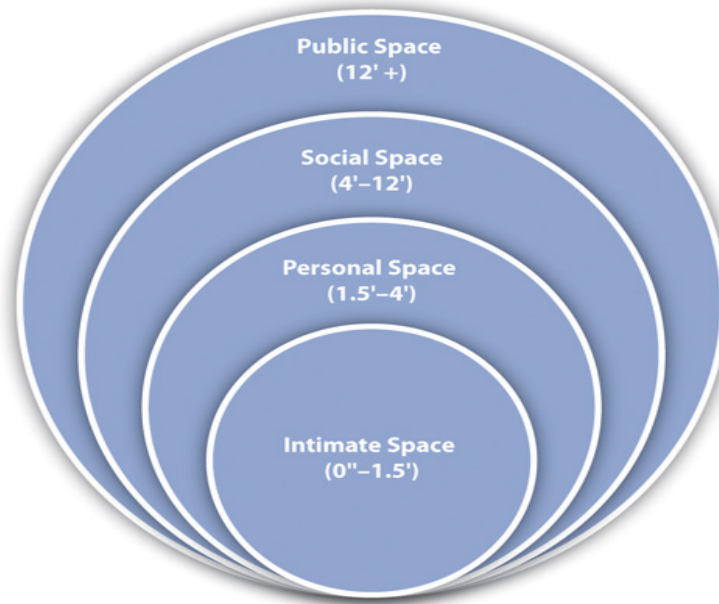


Figure 1

Overall, Proxemics is a key aspect of nonverbal communication. People may communicate a variety of emotions, intents, and attitudes by their distance from one another. For instance, approaching someone too closely might imply closeness or violence, while keeping a good distance could imply discomfort or formality. When it comes to proxemics and personal space, different cultures have different standards and expectations. While some cultures prefer closer physical touch and smaller personal space bubbles, others may prefer more distance and bigger personal space bubbles. The concept of territoriality in proxemics relates to how people or organisations claim and protect territorial claims. This can apply to one's personal, primary, and secondary territories, such as their house or a favourite coffee shop. Personal territories include places like a person's workstation at work. The context of the contact might affect proxemics behaviour. Personal space expectations, for instance,

could be different in a busy tube than in a deserted park. Relationship dynamics, cultural context, and a person's particular social setting are all factors that affect proxemics behaviour.

Depending on the adaptability which refers to how they perceive the circumstances and how they interact with others, people can modify their proxemics behaviour. People that are adaptable may successfully traverse a variety of social circumstances.

Thus, Effective communication and interpersonal interactions depend on people having a solid understanding of proxemics, which enables people to comprehend nonverbal signs about personal space and modify their behaviour as necessary. Understanding proxemics helps reduce misunderstandings and enhance courteous interactions in a variety of social settings, which furthers the cause of intercultural understanding.

III. OCULESICS

Oculesics is the study of nonverbal communication cues and messages transmitted by eye movements, gaze, and other elements of eye behaviour. It is often referred to as ocular behaviour or eye contact communication. A person's ideas, feelings, goals, and level of social participation may all be inferred from these signs and indications. The saying “The eyes are the window to the soul” is actually accurate in terms of where people typically think others are “located,” which is right behind the eyes (Andersen, 1999) Beyond their basic role of receiving and sending visual inputs to the brain, the eyes also communicate. Our linguistic patterns reflect our involvement with our eyes:

- One glance: no words required.
- Those eyes remind me that I am loved.
- Listen to the eyes; they have much to say.
- The eyes reflect what is in the heart and soul.
- Lies and truth exist in a stare.
- Lost in your eyes is where I want to be.
- Say it all with your eyes.

Oculesics is a crucial part of nonverbal communication and is crucial for building relationships with others and comprehending social dynamics.

Oculesics comes in a variety of forms and facets, including:

1. **Eye Contact:** An essential component of oculesics is eye contact. Eye contact with another person might be made or avoided in this phrase. Different signals may be conveyed depending on the length, regularity, and intensity of eye contact. For instance, maintaining constant and close eye contact.

The following list goes through the several purposes of eye contact:

- Control interaction and give turn-taking cues
- Observe others' nonverbal cues while communicating with them.
- Signals of cognitive activity (while we are digesting information, we glance aside)
- Expressing interest (by announcing with our eyes that we are listening)

- Express intimidating
- Demonstrate flirtation
- build a rapport or link

2. **Orientation of eyes or Gaze Direction:** A person's gaze direction might also provide important details. For instance, if a person glances in the same general direction throughout a conversation, it may indicate that they are considering or remembering something relevant to that area. The direction of your gaze can also convey your interest in or attention to a certain person or thing.

Here are some examples of various gazes:

- **Intense gaze:** This kind of eye contact is concentrated and lasts a long time. It is typically seen as aggressive, furious, dominating, threatening, or doubtful since it is not accompanied with casual or pleasant body language or facial expressions.
- Direct, attentive eye contact may be more or less intense eye contact depending on how long it lasts. It conveys inquiry, warmth, and interest. When accompanied by gentler face expressions and looser, friendlier body gestures, it becomes charming rather than intense.
- A soft glance is less drawn out and is accompanied with calm and cordial body language and facial expressions. It is seen as relaxed, cordial, warm, accessible, and less concentrated.
- **Distracted gaze:** It regularly and swiftly connects, disconnects, and reconnects. Contact occurs for brief intervals, whereas dissociation lasts for longer.
- **Staring:** It's a positive thing to look someone in the eye. It's disturbing to just gaze someone in the eye and never look elsewhere. Staring into someone's eyes all the time is frightening and uncomfortable. Deception may also be indicated by it. When lying, a person may be purposefully attempting to maintain eye contact, which alters his natural eye contact.

3. **Pupil Dilation:** Modifications in pupil size can be a minor but significant component of oculusics. Several cues, such as emotional arousal and interest, can cause pupil dilation. For instance, a person's pupils may enlarge when they are aroused or attracted to something or someone. On the other hand, when someone is uncomfortable or exposed to strong light, their pupils may narrow.

- **Blinking:** Different messages may be conveyed by varying the rate and pattern of blinking. While slow, methodical blinking may imply serenity or thoughtfulness, rapid blinking may show trepidation or anxiousness.
- **Eye Movements:** A person's eye movements while speaking or listening might provide insight into their cognitive processes. For instance, quick side-to-side eye movements may be an indication of someone looking for information or recalling specifics, whereas sustained eye contact may be a sign of active listening.

Cultural and Gender Differences: It's important to understand that oculusic cues might differ between cultures. The appropriateness of eye contact and eye behaviour can vary greatly among cultures. While keeping eye contact during conversation may be strongly encouraged in certain cultures, it may be frowned upon or seen as aggressive in

others. In oculosics, gender can also be important. According to research, societal and cultural standards can have an impact on how often men and women employ eye contact as well as other eye behaviours.

The application of oculosics in the context of spotting deceit is possible. Some academics have investigated how changes in eye behaviour, such as increased blinking or aversion to eye contact, may be a sign of dishonesty.

Oculosics, being a field of nonverbal communication, covers many facets of eye behaviour and is hence intricate and subtle. People may improve their communication skills and their ability to decipher the emotions and thoughts of others by understanding these cues and the cultural and individual variances of them.

IV. HAPTICS

In contrast to body language, which is an umbrella term for all non-verbal communication signals involving the human body, **haptics** is the study of touch-based communication. It comes from the Greek adjective *haptikos*, which implies having to do with touch. Handshakes, holding hands, formal kissing (cheek, hand), back slapping, "high fives," shoulder pats, and other touching behaviours can all be categorised as forms of communication. The term "haptics" was first used to refer to psychophysics in the 19th century, but it is now used to refer to all tactile sensations on the body (Riener & Harders, p.79).

Touches and their connotations: According to Jones and Yarborough, there are five main connotations that touch can convey:

- **Positive Emotions:** Touch can be used to convey encouragement, gratitude, inclusion, affection, calmness, brevity, trust, or to encourage self-disclosure.
- **Playfulness:** Touch can be hostile or friendly and is used to downplay an emotion and signal to the recipient that it shouldn't be taken seriously.
- **Influence:** Touch may be used to assert authority and position, as well as to influence the actions, attitudes, and even emotions of the other person.
- **Ritualistic:** This emphasises on arrivals and goodbyes, including shaking hands and business hugs.
- **Task-related:** Touch is connected to the performance of a task, such as assisting someone to exit a vehicle or a doctor's touch.

Hence, each of these conveys nonverbal cues about the intentions and sentiments of the person doing the contact. They also impact the receiver's emotions, either positively or negatively.

Relationship building and upkeep depend greatly on positive touch. Touch may also convey negative feelings by making hints of hostility and violence by pushing or shoving another person; even a light touch from a stranger has the power to stir up strong feelings. A touch leaves an indelible memory. It provides us with avenues for closeness, comfort, love, expression, and the relief of worry, among many other basic human needs.

The renowned neurobiologist and author of "Touch: The Science of Hand, Heart, and Mind," David J. Linden, asserted that one's reaction to touching is entirely context-dependent. "It's really difficult to get a useful answer if you do it in a laboratory or you ask people to imagine." "When you're feeling close and loving, picture your beloved giving you a gentle touch on your arm. Imagine the same caress now, but imagine how different it would feel if... It is currently engaged in an unresolved debate. It will feel different from the very beginning of perception since brain regions that process touch also processes information like context, such as "Am I under threat?" "What am I feeling right now?" How much focus am I giving to this?

In other words, the outcomes would be completely different if researchers made the same study participants perform the exam again while thinking differently.

The restriction on the data set is another significant constraint to be aware of. Five nations in Europe were chosen as participants: Finland, France, Italy, Russia, and the United Kingdom. According to Linden, "They restricted their analysis to nations and cultures where a certain amount of social touching is permitted. The study wouldn't work at all if you conducted it with Orthodox Jews, pious Muslims, or other groups in the world."

V. HANDSHAKE

The handshake, which is an essential part of formal greeting customs, is typically the first professional contact we encounter. We frequently participate in the most basic nonverbal dialogues during the course of a day - However, a chance to leave a lasting impression is concealed inside such an apparently straightforward formality (Goman) - The handshaking custom establishes physical connection and warmth, and this tactile contact leaves a lasting impact - In fact, research on handshakes reveal that if you shake hands with someone, they are twice as likely to remember you.

1. History of the Handshake: Shaking hands is a vestige of the time of the cavemen, according to Allen Pease.

To demonstrate that no weapons were being held or concealed, cavemen would raise their arms in the air and exhibit their palms whenever they met. Over the ages, this palm-in-air gesture was altered, and a variety of different gestures, including the palm raised in the air, the palm placed over the heart, and many more, emerged. Desmond Morris, an anthropologist, hypothesised in 1969 that the western tradition of shaking hands may have originated as a way to signal that neither party was brandishing a weapon during a welcome ritual. Due of the relationship of trust it was intended to create, it therefore began as a "tie sign". The sign later evolved into a representation of equality among people, used to sign agreements and subsequently as a basic ritual for welcoming people. However, the original connotation still holds true: declining to shake a person's extended hand is seen as a "countersign" of aggression or a challenge (Danesi, p. 629). Regardless matter where it came from, the handshake has firmly established itself in contemporary life and society.

It communicates a connection between the two parties. It might solidify a deal, welcome someone, or say someone farewell. It does present a welcoming and upbeat attitude. Here are several different kinds of handshakes.

2. **Dominant handshakes** are forceful and give the recipient little time to build a rapport on an equal footing. When shaking hands, make sure your palm is facing down to demonstrate dominance. (Navarro: Documented in 1980's)

The antithesis of the dominating handshake is the "**submissive handshake**," which is when you extend your hand with your palm upward. If you want to give the other person power and make him feel like he is in control of the situation, or if you were apologising, body language and its comprehension may be effective ways to do it.

3. **Equal handshake:** When two dominating persons shake hands, a symbolic fight ensues as one person tries to turn the other's palm into a submissive stance. Therefore, an equal handshake is one that has the palm pointing straight forward and vertically outward. One of the greatest business handshakes, it suggests status equality or at the absolute least, respect for one another.
4. **A solid or firm handshake** exudes assurance and focussed vigour. The finest situations for this welcome gesture include business networking events, job interviews, and initial meetings. (Mobray, Kaplan)

A person initiating a **double handshake or glove handshake** wants to convey their sincerity, honesty, and strong affection for the recipient. By employing it, you increase the amount of physical touch, and by preventing the receiver's right hand from moving, you

Few welcomes are as frigid and uninviting as the **dead fish handshake**, especially when the hand is damp or icy. It's generally despised, and most people associate it with character weakness.

The violent "tough guy" signature handshake, known as the "**knuckle grinder**," causes the recipient's palm to be crushed, and there isn't much that can be done to stop it. An excessively firm handshake suggests a domineering or even someone with emotional problems seeking to stand out.

Aggressive people frequently employ a **stiff-arm handshake** to keep you at a distance and outside of their personal space. As a result of the recipient being at "arms-length," or physically outside of one's intimacy zone, the arms are maintained rigid.

The handshake is called a **fingertip-grab** if the sender extends a stiff arm but stops short of the recipient's extended palm. It can show the giver's hesitance or lack of faith in him.

People who feel superior to the other person may also utilise the **Queen's fingertips handshake**. Just letting a grasp of the fingers as they stretched out their hands, palms facing down.

5. Handshakes & Cultural Variations

- In Brazil, handshakes are warm and people tend to be affectionate.
- In Turkey or the Middle East, handshakes may be very gentle. –
- In Utah, you may receive a handshake known as a Mormon handshake, which is enthusiastic, vigorous, and prolonged. –
- In some societies, greetings include handshakes along with forearm touches, elbow touches, and pats on the back.
- When in Rome, do what the Romans do and just accept it, according to Navarro, is the golden rule of handshakes.
- There are other forms of tactile communication than handshakes. Other forms include holding hands, embracing, joining arms to show companionship, placing one's arm around someone's shoulder to show closeness or friendliness, and patting someone on the arm, shoulder, or back to express agreement or gratitude.

6. **Other Forms of Salutation Hug and kiss:** For instance, in Saudi Arabia, the handshake is followed by a light kiss on both cheeks. Even men may kiss both cheeks after a handshake in Saudi Arabia, despite the fact that it is considered improper as a form of greeting in the United States.

7. **Bear Hug:** In the Russian states, a bear hug may come after a strong, firm handshake between good male friends.

- On the other hand, the neighbouring Finns avoid body contact with strangers and refrain from hugging, kissing, and other forms of physical affection. The majority of people in France kiss and hug twice, once on each cheek.
- People in Latin American countries also embrace, frequently followed by a few slaps on the back (Chaney, p. 198). On the other hand, neighbours the Finns do not prefer hugging, kissing, or make physical contact with strangers.
- It may not be regarded odd for the majority of French people to embrace and kiss each other twice, once on each cheek.
- The hongi, which roughly translates as "sharing of breath," is a gesture that is noteworthy.
- The Mori welcome is communicated by rubbing or touching noses, similar to the Western habit of kissing someone as a greeting. It is a traditional manner of greeting in New Zealand.

VI. KINESICS

The term "kinesics" is etymologically related to the Greek word "kines," which refers to motion. According to Prof. Ray Birdwhistell, this was the beginning of official study on body language. The phrase stated that nonverbal codes had a structure comparable to a language code and comprised bodily motions and postures. According to Birdwhistell, it is "the systematic study of the visually sensible aspects of non-verbal interpersonal communication" as well as "the systematic study of how human beings communicate through body movements and gesture."

Kinesics is more commonly referred to as "body language" in popular discourse. The Merriam-Webster dictionary's 1885 edition has the term's first entry. Kinesics studies include face expressions, eye movements, head movements, hand motions, arm movements, foot movements, and gait. The body expresses itself at the same time as the mouth, and it does so in a manner that is organised (similar to how speech is).

Given the variety of elements available for conveying information, kinesics is arguably the most compelling and powerful of the non-verbal codes. Following are some estimations that are supported by the bounties:

- Humans can reportedly create 700,000 distinct physical indications.
- The 30 or so muscles in the face are thought to be able to represent 20,000 distinct emotions, according to physiologists.
- There are 1,000 potential stable human positions, according to Hewes (1957).
- Up to 250,000 expressions, according to Birdwhistell, are feasible.
- Krout recorded 5,000 hand gestures in a clinical setting and 7,777 different gestures in classroom behaviour.

Kinesics may be categorised into five different categories, according to the work of Wallace V. Friesen and Professor Paul Ekman, who built on Birdwhistell's work.

- Emblems
 - Illustrators
 - Affective displays
 - Regulators
 - Adapters
1. **Emblems** are motions of the hands, arms, face, or other areas of the body that have a highly definite meaning and are less dependent on speech than other kinesics behaviours. They are also known as autonomous gestures or speech-independent gestures. in Rowe and Levin. These are non-verbal cues that also have spoken counterparts. Because they are commonly employed in particular circumstances, they are quickly recognised, and the recipient of the gestures understands what it implies right away. We adopted symbols; we did not learn them at birth; instead, we absorbed them via cultural interaction and employ them consciously.
 2. **Illustrators** are motions of the hands that are typically used to emphasise or support speech. Compared to typical kinesics motions, they are unconsciously occurring movements. They are meta-communicative—messages about messages! Speech-accompagnating hand and arm gestures that serve to emphasise or supplement what is being uttered. Most emblems and illustrators are picked up via informal socialisation
 3. **Affective Displays** - Body movements that reveal an individual's actual or faked emotional state are referred to as affect displays. They generally show emotional states through facial expressions. Absence of emotive expression does not always imply absence of feeling. What is deemed acceptable is determined by cultural factors.

4. **Regulators** are nonverbal behaviours that support and control the conversational exchanges between two or more interactants. Turn-taking in speaking and listening is shaped or influenced by kinesics behaviours. In order to gauge the feedback, or how much of the message the listener has understood, body motions that manage, alter, and maintain the flow of a discussion are regularly used. Regulators thereby manage the alternating flow of speaking and listening.
5. **Adaptors** are unconsciously made modifications in posture and other actions. These physical changes either serve a purpose or help the person feel more at ease. They are said to be the keys to comprehending the genuine feelings of people since they take place with little awareness. Adaptors mostly consist of movement that is body-focused.
6. **Cultural perspective of Kinesics:** Hand motions The use of hand gestures by individuals all over the world to explain their words and emphasise particular aspects of their communication is another significant aspect of the body language agenda. It may be genuinely unexpected how the 'OK' sign, which is openly used throughout the United States, for instance, is interpreted as a 'a**hole' in nations like Brazil, Spain, and Greece (Ruthrof, 2015). If we go much farther, Turkish citizens may insult homosexuals by flashing the 'OK' sign. The thumbs-up gesture, which in the United States and much of Europe often indicates "great job," is another ideal illustration of how hand gestures may considerably lead to misunderstanding between individuals.

Another contentious hand gesture is the "**come here**," which is made with the palm up and the index finger curled. While this gesture is commonly used to beckon people to approach in parts of Europe and the United States, it is considered downright rude by people in China, Malaysia, Singapore, and the Philippines. As a result, the majority of East Asian nations (and Asian nations in general) use this gesture to beckon dogs. You risk being arrested if you make this gesture in the Philippines. Additionally, on Inauguration Day in 2005, George W. Bush lifted his fist while extending his little and index fingers upward. Even though there was a clear reference to the football team's logo, the Texas Longhorns, mass media from around the world immediately reacted to the gesture because many Latin and Mediterranean nations (including Brazil, Italy, Argentina, Spain, Portugal, Cuba, and Spain) have grown accustomed to the idea that such a gesture indicates that a partner is having an extramarital affair.

Apart from the above illustration, in Western cultures, it is rather common to assume that the existence of eye contact between individuals indicates focus and self-assurance. As a result, Westerners frequently presume that when someone looks away during a conversation, it indicates that they are not engaged in either the topic being discussed or the person they are speaking to (Berger, 2016).

In comparison to Western nations, eye contact is significantly stronger and more prolonged in Middle Eastern nations, particularly when it comes to interactions between people of the same gender. To put it another way, several Middle Eastern nations consider prolonged eye contact between the sexes to be an unacceptable behaviour that might result in punishment. Unbroken eye contact is frequently seen in African and Asian cultures as an aggressive and unfriendly gesture (Segerstrale & Molnar, 2018). These cultures place an excessive amount of emphasis on hierarchy and respect; when someone

makes an effort to avoid making eye contact with people higher up the hierarchy ladder, it essentially indicates that they have respect for their elders or superiors. Consequently, it is fairly common for African or Asian children or employees to turn away from their parents or superiors while those individuals are speaking to them. The Far East and Northern Europe countries are known as the cultures where the presence of contact should be minimized to an extent where people would not touch each other in general (Huff, Song, & Groesch, 2014). In other words, if you do not know the person you are talking to well enough, you are not touching them. If you are walking down the street and accidentally touch someone, you will have to apologize for the inconvenience. On the other hand, there are cultures where people are freely touching each other to communicate messages and develop emotional connections, some of which can be found in the southern regions of Europe and all over Latin America and the Middle East (Ambady & Weisbuch, 2010). In the majority of Arab cultures, men are kissing and holding hands when they greet each other, but they are not kissing or holding hands with women.

The body language of native speakers can be a useful indicator of how others will respond to various gestures and phrases. Knowing what to say and how to say it allows one to emphasise certain feelings and create general "scenarios" that aid in making the other person grasp the true meaning of what is being said (Schenker, 2012; Stacks & Salwen, 2014). Such information might really help someone travelling to a foreign nation and prevent awkwardness and misunderstandings for them.

VII. VOCALICS

The term "Vocalics" refers to language that lives on the edge of spoken language. It is what remains after the linguistic content of communication has been removed, and it is what is perceived. It strongly resembles language and is a part of meta-communication. Its constituent parts, including voice, pace, pitch, pause, rhythm, volume, stress, and tone, can alter its meaning and subtlety.

Paralanguages exist in every spoken transmission. It is frequently stated that the "how" of an utterance, rather than the "what," is important. In many cases, the "how" we express something may be more important than the "what." The scientific study of verbalization is known as Paralinguistic. While spoken language focuses on the what, or the meaning of the words, paralanguage focuses on the how, or the manner in which the speaker speaks.

1. Signs of Paralanguage

- **Inflection:** Rising, Falling and Flat
- **Intensity:** Loud voice, a whisper, or yelling are all indications of paralanguage.
- **Pace:** Both slow and fast speech rates are acceptable.
- **Intonation** is a voice or speech change that indicates whether a word is being used in a query or an exclamation.
- **The tone** of a voice conveys the speaker's feelings and mood.
- **Pronunciation:** Background, geographical affiliations, education, and financial situation are all pronounced differently.
- **Articulation:** A clear voice with good articulation conveys expertise and assurance.

- **Pauses** convey uncertainty and the root of indecision.
- **Pitch:** the constant musical note of the voice.

Hence, paralanguage provides more global information about the speaker (Garnica, 1978; Street, 1990). For example, changes in intensity, duration and harmonics account for the majority of the variance in adults' judgments of speaker affect (Lieberman & Michaels, 1962; Scherer & Oshinsky, 1977; Ladd, Silverman, Tolkmitt, Bergman & Scherer, 1985).

2. Vocal cues or vocalizations that accompany speech: There are three main categories of the vocalizations:

- **Vocal Characterizers:** (laughing, crying, yelling, moaning, belching, whining, yawning) These send different messages in different cultures and situations. For example: In India, Belching indicates satisfaction.
- **Vocal Qualifiers:** Volume, pitch, rhythm, tone, tempo are the essential components of a speech, reflect psychological arousal, emotion and mood.
- **Vocal Segregates:** These refer to the small sounds like uh, huh, shh, ooh, mhhh, humm, eh, Mah, Lah etc.

VIII. CHRONEMICS

Chronemics is the study of how someone uses their time. The study of time from the perspective of communication examines how individuals interact with and arrange time in their conversations and interpersonal interactions, and how this affects the nonverbal messages they convey. Chronemics enables a more dynamic examination of interpersonal interactions in the workplace that have emotional overtones. Technical, Formal, and Informal time systems developed by Edward T. Hall are well known.

- **Technical time:** is the scientific measurement of time, associated with the precision of keeping time.
- **Formal time:** is the time that society formally teaches, e.g., in our society, the clock and the calendar are our units of formal time. We also know that when it's 1 A.M., it's usually time to sleep, and at 1 P.M. we find ourselves at classrooms or at work.
- **Informal time:** it includes three concepts: duration, punctuality, and activity.

Hall treats time as a language, a thread which runs through cultures. He suggests that human concept of time grew out of the natural rhythms associated with daily, monthly, and annual cycles. Further, Hall categorized times in two orientations – Monochronic and Polychronic orientation. Monochronic cultures are based primarily on clock time, whereas polychronic cultures are typically based on people time.

Non-verbal communication through different objects is called as Objectics where in the objects like clothes, colour and perfume etc. communicates the preferences, choices, attitude and thinking styles.

IX. CHROMATICS

A non-verbal communication technique through colours is known as Chromatics, makes use of hues to transmit ideas, feelings, or messages. This kind of communication may be observed in a variety of settings and, depending on the culture and setting, can indicate different things. The following are some instances of how colours may be utilised to convey ideas:

The colours red, yellow, and green are used in traffic signals to indicate when to halt, slow down, or move forward. There are several nations that employ this global method.

Colour coding is a method for categorising and organising information that is used in many different disciplines. For instance, in electrical wiring, various wire colours are used to denote a wire's function or purpose.

- 1. Expression of Emotions:** Emotions are frequently expressed via colour. Red, for instance, is frequently connected to love or rage, blue, with serenity or melancholy, and yellow, with joy or caution. Through clothes, artwork, or home décor, people may use these associations to subtly express their feelings.
- 2. Marketing and branding:** Businesses frequently employ particular colours in their branding to evoke particular feelings or messages. For instance, fast food restaurants like McDonald's employ the colours red and yellow to temper interest and create a feeling of earnestness.
- 3. Flags:** The colours and designs of national flags are frequently used to convey information about a nation's identity, history, or core beliefs. A flag's colours and symbols could each have a distinct meaning.
- 4. Color-Coded Alerts:** Different colours can be used to denote varying degrees of danger or urgency in emergency circumstances or for public safety. A weather alert system, for instance, may utilise various colours to indicate tornado warnings, severe thunderstorm alerts, etc.
- 5. Colour Therapy:** According to some holistic practises like colour therapy or chromo therapy, a person's physical or emotional well-being may benefit from the use of certain colours. For instance, red is said to boost energy whereas blue is frequently connected with calm.
- 6. Environmental Communication:** In the wild, many creatures communicate with one another through colour. Chameleons, for instance, may convey their mood or interact with other chameleons by altering the colour of their skin. Similar to humans, several bird species display their dominance or attract mates by their colourful plumage.

Colours have different meanings in different civilizations, according to cultural symbolism. For instance, white is frequently connected to purity and weddings in Western cultures, yet in other Asian traditions, it represents grief and funerals.

7. **Accessibility:** Colour may also be utilised in design to help those who have vision problems understand what is being said. On braille signs or tactile indicators, for instance, various colours and patterns might convey information or directions.

It's significant to highlight that cultures and people might have quite different perspectives on what colours imply and how they should be used.

X. OLFACTICS

Olfactics or scent-based communication, is a neglected and understudied part of body language. Smell has psychological relevance and affects how we interact with others. It can link to our memories and serve as a warning mechanism. There are cultural differences in people's preferences for scent. Smell influences our choices, aversions, as well as our position, social class, prestige, and power. It is not merely a biological and psychological experience.

To Sum up: The reader should get a better grasp of communication before appreciating the relevance of non-verbal cues or body language, which is why the idea, definition, elements, method, functions, and varieties of communication are explained. Positive body language signals curiosity, openness, excitement, and a readiness to listen, all of which improve communication. It's good to practise using a calm and confident body language. Being in control does not imply being dishonest. A few components of body language may be unlearned, much like old habits. Despite the fact that most of our body language is unconscious, we can recognise certain bad behaviours and work to replace them.

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