Body Language Self-Assessment

PART 1 : Review the descriptions of nonverbal behaviors and voice qualities and check the box for each item that describes your body language habits. You also can do this Career Action Worksheet with a partner.

Definitions:

**Assertive** body language is relaxed, open, and confident. It supports your words and conveys competence, self-assurance, caring, and credibility.

**Passive** body language looks nonenergetic and diminishes your credibility by conveying insecurity, weakness, anxiety, and a lack of self-assurance and competence.

**Aggressive** body language appears brash and overbearing and sends offensive messages that convey hostility, pushiness, intimidation, and a domineering attitude.

Review your answers and highlight your aggressive or passive habits. In Part 2, list the habits you think are most important to change. Finally, take action to correct these habits and ask others to remind you when you exhibit them.

**POSTURE**

✓ Comfortably upright Assertive

✓ Relaxed, balanced Assertive

✓ Open, not constricted Assertive

□ Overly stiff Aggressive

□ Arms/legs crossed Aggressive

□ Overbearing, intimidating Aggressive

□ Wooden, tight Passive

✓ Slumped shoulders Passive

□ Slumped back/spine Passive

**HANDSHAKE**

✓ Appropriately firm Assertive

✓ Connect between thumb and first finger Assertive

✓ Shake from elbow through hand Assertive

✓ Held for appropriate length of time Assertive

□ “Bone-crushing” grip Aggressive

□ Held for too long Aggressive

□ Limp Passive

□ Shake from wrist through hand Passive

□ Held too briefly Passive

□ Grasping fingers only Passive

**FACIAL EXPRESSION**

✓ Open, relaxed, pleasant Assertive

□ Frowning Aggressive

□ Moody, sulking Aggressive

□ Tight upper lip, pursed mouth Aggressive

□ Clenched jaw Aggressive

□ Wrinkling forehead Passive

□ Biting or licking lips Passive

□ Continual smile Passive

**EYE CONTACT**

✓ Comfortably direct Assertive

□ Staring off; bored expression Aggressive

□ Sneering, looking down nose Aggressive

□ Direct stare Aggressive

□ Constantly looking down Passive

□ Blinking rapidly Passive

□ Frequently shifting focus Passive

□ No eye contact; avoidance Passive

VOICE QUALITIES

✓ Distinct and clear Assertive

✓ Controlled but relaxed Assertive

✓ Warm, pleasant tone Assertive

✓ Energized; suitable emphasis Assertive

□ Too rapid Aggressive

□ Too demanding or urgent Aggressive

□ Too loud Aggressive

□ Arrogant or sarcastic Aggressive

□ Dull or monotone Passive

□ Whiny tone Passive

□ Too soft or too low Passive

□ Too nasal Passive

**GESTURES**

✓ Natural, not erratic Assertive

✓ Occasional gestures to emphasize Assertive

✓ Occasional positive head nodding Assertive

✓ Open hand (conveys trust) Assertive

✓ Leaning toward speaker Assertive

□ Pointing finger Aggressive

□ Hands on hips Aggressive

□ Wooden gestures Passive

□ Tilting head to one side Passive

□ Bringing hand to face Passive

□ Nodding head too much Passive

□ Fidgeting Passive

**DISTRACTING NONVERBAL HABITS**

□ Drumming fingers Passive

□ Use of fillers (um, uh, you know) Passive

✓ Jiggling leg/arm Passive

□ Fiddling with hair or glasses Passive

□ Fiddling with an object Passive

□ Rubbing beard or mustache Passive

□ Biting nails Passive

□ Scratching Passive

Part 2: In order of importance, list the negative nonverbal habits you plan to change.

Jiggle/arm

Slumped shoulders

My Goals for Improving My Nonverbal Communication and Voice Qualities

Opening torso and remembering to take deep breaths.

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