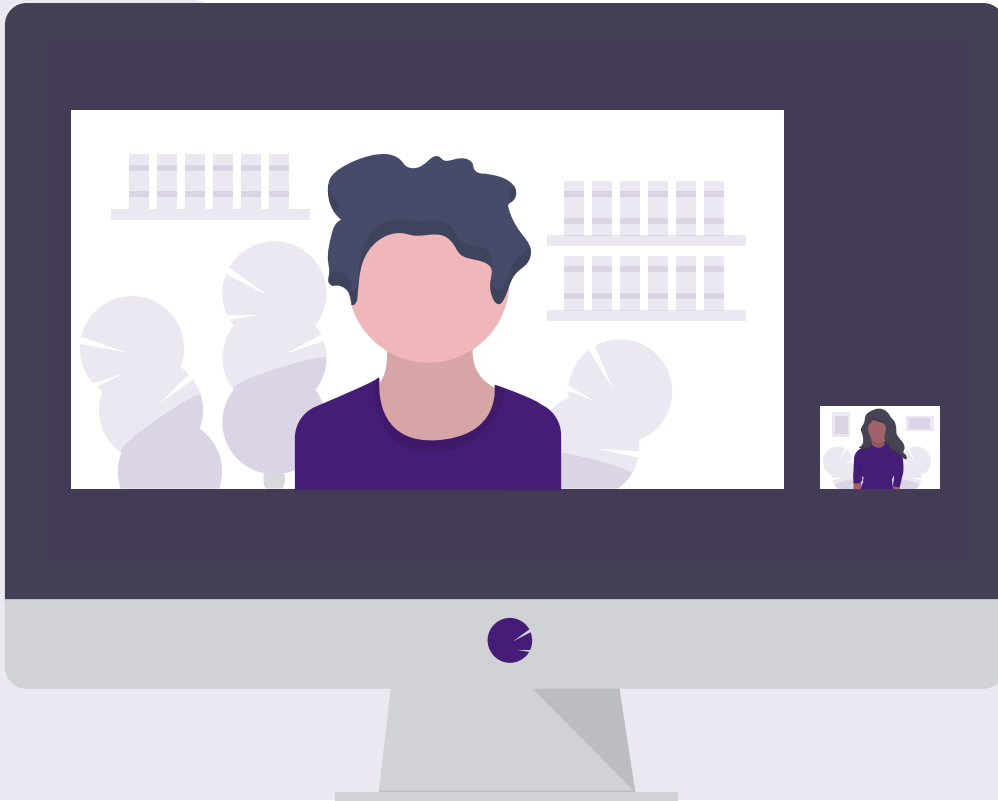# WHAT ARE YOUR NONVERBALS SAYING ABOUT YOU?

Our words are important, but it's important to remember that so are our tones, gestures, pauses, espressions (called paralanguage), as well as our preparation and use of our tech during the video conference. Use this checklist list to consider the many nonverbal signals you are and aren't sending and receiving during video meets for classes and other professional scenarios.

! PRO-TIP
Set up a call with a friend or confidante to set yourself up for success!

PROFILE NAME
Is your first and last name appearing correctly? Depending on your goals and audience, you may also include pronouns, your group name, title, etc.

PROFILE PHOTO
Is it recent and appropriate for the audience?

CAMERA POSITION
Can you make eye contact and can others make eye contact with you?

FRAME OF VIEW
Are you framed effectively in the camera view (e.g. central focus of frame, not too close or too far away from the camera?)

LIGHTING
Can others see you well?

ENVIRONMENTAL BACKDROP/ BACKGROUND
Does it distract others?

BACKGROUND SOUNDS
When you unmute your mic to speak, can everyone hear you well without any distracting background noise?

ATTIRE/DRESS
Is it appropriate for the occasion and audience?

POSTURE
Do you appear present and engaged as an active listener/participant?

FACIAL EXPRESSIONS
Are you watching the speaker/their visuals and using facial expression to respond when appropriate?

GESTURES
Can others see your hand gestures when you use them? Are all of your gestures positively contributing to the video conference and others' focus? (e.g. nodding your head where appropriate, giving a thumbs up or down to respond, etc.)

TONE & CADENCE
Does your tone reflect that you heard others and promote continued progress? Would your audience say you sound confident, curious, considerate, and interested?

SYMMETRY
Do your verbal statements and the nonverbal signals you are sending complement each other?

TIMELINESS
Did you arrive early enough to convey preparedness and begin the session on time?

DISRUPTIVE TECH USE
Do you mute/unmute your audio when it's others' turn to talk, or turn on/off your camera ? Do you leave and re-enter the conference meeting more than once?

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