

Contents

Welcome to *The Nonverbal Communication Book*
[Preface] xiii

PART I Foundations of Nonverbal Communication 1

Chapter 1 Introducing Nonverbal Communication 2

The Nature of Human Communication 4

Communication Context 4

Senders and Receivers 6

Messages 6

Channels 7

Noise 7

The Nature of Nonverbal Communication 8

The Areas of Nonverbal Communication 9

*The Myths and Truths of Nonverbal
Communication 11*

The Benefits of Studying Nonverbal
Communication 13

Some General Benefits 13

Some Specific Benefits 14

Ten Principles of Nonverbal Communication 16

*Nonverbal Messages Interact with Verbal
Messages 16*

Nonverbal Messages Help Manage Impressions 18

*Nonverbal Messages Help Form
and Define Relationships 19*

Nonverbal Messages Structure Conversation 22

Nonverbal Messages Are Rule Governed 22

Nonverbal Messages Can Influence and Deceive 23

*Nonverbal Messages Are Crucial for Expressing
Emotions 24*

*Nonverbal Messages May Be Intentional or
Unintentional 24*

Nonverbal Messages Are Ambiguous 25

*Nonverbal Messages Are Influenced by Culture,
Gender, and Individual Differences 26*

Summary 32

Key Terms 32

And in Addition 34

PART II The Codes of Nonverbal Communication 35

Chapter 2 Body Messages 36

The Body General 38

Body Type 38

Body Height 39

Body Weight 41

Body Disabilities 41

Body Movements 42

Emblems 43

Illustrators 44

Adaptors 44

Affect Displays 45

Regulators 45

Body Posture 47

Inclusiveness/Noninclusiveness 47

Face-to-Face/Parallel 47

Congruence/Incongruence 48

Summary 50

Key Terms 50

And in Addition 51

Table of Contents

Chapter 3 Facial Messages 52

Face Communication 54

Facial Shape and Size 54*Facial Emotional Expression* 55*Facial Recognition and Judgments* 58

The Smile 60

Facial Management 62

To Qualify 63*To Modulate* 63*To Falsify* 64

Facial Styles 66

The Facial Feedback Hypothesis 68

Emotional Contagion 68

Culture and Facial Expression 69

Summary 70

Key Terms 70

And in Addition 71

Chapter 4 Eye Messages 72

Purposes of Eye Movements 74

To Help You Think 74*To Reveal and to Conceal Emotions* 75*To Regulate Conversation* 76*To Change Psychological Distance* 77*To Include and to Exclude Others* 78

Types of Eye Movements 79

Pupil Dilation 81

Culture and Gender Differences 83

Summary 86

Key Terms 86

And in Addition 87

Chapter 5 Artifactual Messages 88

Color Communication 90

Colors and Personality 91*Colors and Culture* 92

Space Decoration 94

Space Decoration and Person Perceptions 94*Space Decoration and Product Perceptions* 95*Space Decoration and Emotional Perceptions* 97

Clothing 99

Protection 99*Gender, Cultural, and Religious**Identification* 99*Status* 100*Occupation and Group Identification* 101*Social Awareness, Social Consciousness* 101*Personality and Inner Feelings* 102*Cosmetic Clothing* 103*Influence* 103*Message-Sending Clothing* 103

Body Adornment 105

Jewelry 105*Hair* 105*Body Piercings and Tattoos* 106

Smell Messages 107

Functions of Smell 107*Smell Phenomena* 108

Summary 111

Key Terms 111

And in Addition 113

Chapter 6 Space Messages 114

Proxemic Distances 116

Theories of Space 118

Protection Theory 118*Equilibrium Theory* 119*Expectancy Violations Theory* 119

Crowding and Privacy 121

Crowding 121*Privacy* 123

Territoriality 124

Types of Territories 124*Territorial Encroachment* 128*Reactions to Encroachment* 128*Territorial Markers* 129

Summary 131

Key Terms 131

And in Addition 133

Chapter 7 Touch Communication 134

The Meanings of Touch 136

Touch and Compliance 140

Tie Signs 140

Touch Avoidance and Touch Deprivation 143

Touch Avoidance 143*Touch Deprivation* 143

Touch Differences 144

Status, Gender, and Touching 144*Relationship Stage and Touching* 144*Culture and Touching* 145

Summary 147

Key Terms 147

And in Addition 149

Chapter 8 Paralanguage and Silence 150

Paralanguage 152

Paralanguage and People 153*Paralanguage and Communication Effectiveness* 154*Paralanguage and Conversational Regulation* 157

Silence 162

Culture and Silence 163*The Spiral of Silence* 165*The Ethics of Silence* 166

Summary 168

Key Terms 168

And in Addition 169

Chapter 9 Time Messages 170

Psychological Time 172

Past Orientation 172*Present Orientation* 173*Future Orientation* 173

Interpersonal Time 174

Punctuality 174*Wait Time* 175*Lead Time* 176*Duration* 176*Simultaneity* 176*Talk Time* 176*Work Time* 177*Relationship Time* 177*Synchronicity and Asynchronicity* 178*Response Time* 178

Cultural Time 182

Formal and Informal Time 183*Monochronism and
Polychronism* 183*Displaced and Diffused
Orientation* 184*The Social Clock* 185

Biological Time 186

Biorhythms 186*Daytime Preferences* 186

Time Management 189

Summary 193

Key Terms 193

And in Addition 194

PART III Putting It All Together 195**Chapter 10 Attraction, Deception, Immediacy,
and Power 196**

Attraction 198

Principles of Attraction 198*Increasing Attractiveness* 201

Lying 203

Principles of Lying 203*Increasing Lie Detection Ability* 205

Immediacy 208

Principles of Immediacy 208*Increasing Immediacy* 209

Power 210

Principles of Power 210*Increasing Power* 212

Summary 215

Key Terms 215

And in Addition 216

**Appendix A Researching
Nonverbal Communication 217****Appendix B Creating a Video
on Nonverbal Communication 223****Glossary of 200 Nonverbal Communication
Concepts 231****References 239****Index 251**