WHAT ARE YOUR NONVERBALS SAYING ABOUT YOU?

Our words are important, but it’s important to remember that so are our tones, gestures, pauses, expressions (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?