

NONVERBAL COMMUNICATION – SPC 2330

NONVERBAL ASSESSMENT: WHAT IS YOUR BODY LANGUAGE QUOTIENT (BQ)? **NAME:** _____

How loudly does your body convey confidence? Let's find out. Circle or highlight one answer that is closest to what you might do, then total up your A's, B's and C's. Look at the totals and review your confidence quotient in the key on the Tripod site. Put your type, according to the key, below.

	Questions	A	B	C
1	Distance between feet when standing	10 inches to 3 feet	6 in to 10 in	6 in and under
2	Leg position when seated	Legs crossed/ankle over knee	Both feet planted on the ground	Feet close together or crossed at the ankles
3	Head/neck position	Head tilted back, neck exposed	Head level	Head tilted forward, throat hidden
4	Shoulder position	Pulled back (puffing out chest)	Relaxed	Slightly slumped forward
5	When shaking hands, your hand...	Comes in at an angle, palm facing down	Is positioned vertically	Comes in at an angle, palm up
6	When nervous, your hands are...	Behind your back or on your hip	Relaxed at your sides	In your pockets or touching other parts of your body
7	When asking for something, your hands are...	Palm down	Palm up	Crossed arms or hands in pockets
8	When thinking...	Steeple fingers/praying	Thumb and forefinger grasping chin	Bite lips, or hands touch or rub face, cheek, mouth, bridge of nose or hair
9	When talking...	Swing arms and elbows out taking up space, swagger	Hands are close to sides; arms move slightly	Hands in pockets
10	When listening to someone...	Look at the person you are talking to, head straight	Tilt head slightly, look at person you are talking to	Little eye contact, head turned away and ears face the speaker
11	How do you make eye contact?	Look at entire face, including forehead and mouth	Focus on triangle, from eyebrows to tip of nose	Look down and not directly at the person
12	When you are upset, you wear a...	Disapproving frown/snarl	Blank face, no smile, tightened jaw	Pursed lips
13	When talking with someone less than a minute, your belly button faces...	Person you're talking to and hands are on your hips	Person you're talking to (and if hands are in pockets, thumbs out)	Away from person you're speaking to (and if hands are in pockets, thumbs hidden)
14	When you're sitting with someone...	Directly across	Diagonally or right next to them	Unsure, never paid attention
15	How quickly do you nod your head?	Quickly	Slowly, moderately	Very slowly
16	Your sitting position at a boardroom table...	Taking up space, relaxed, lean back, elbows out	Hands relaxed and open, resting on the table	Hands folded on or under the table
17	When leaving a room with someone else...	Put your hand on their upper back and guide them out	Direct them toward the door and let them go first	Walk through the door first
18	When conducting a 10 minute, small meeting around a table do you...	Stay standing the whole time	Stand for the first few minutes then sit	Sit down immediately and begin talking
19	How is your posture when you are sitting?	Shoulders pulled back, sitting straight up	Comfortable, leaning slightly forward	Relaxed and leaning back
20	When ready to leave a meeting you...	Touch the other person's upper arm or leg and announce it's time to go	Belly button turns toward the door, hands gripped on chair, ready to lift your body and excuse yourself	Sit and wait until the conversation is over and someone ends the conversation

Count the number of A's, B's & C's. **TOTALS:** _____ A's _____ B's _____ C's

My type is: _____