



Non-Verbal Checklist and Planner

Name of Student:

Date:

Person/People Completing the Form:

Context:

USE OF NON-VERBALS

1. Use of Eye- Contact (Consider during greeting, when listening, between several speakers in a group, duration of)

Comments:

2. Use of Gesture (Consider use of hands, shrugging, shaking/ nodding head)

Comments:

3. Use of Facial Expression (Do expressions match feelings, communication? Are they easy to interpret?)

Comments:

4. Use of Posture and Distance (Consider sitting and standing postures. What do they convey? Do they match feelings, communication? Consider distance from listener.)

Comments:

5 . Use of Touch (Is touch appropriate?)

Comments:

6 . Use of Voice (Is volume appropriate? Does intonation match feelings, communication? Are stress patterns and rhythm appropriate?)

Comments:

7. Use of Fillers vs Silence (Do use confirmation noises such as “Mmmm” and fillers of silence when thinking such as “Ummmmm”. Are there inappropriate silences)

Comments:

8. Expression of Emotions (Can they name own feelings accurately? Can they express and regulate emotions appropriately? Consider magnitude of reactions)

Comments:

9. Other (Consider noises such as laughter, snorts, inappropriate movements, rituals).

Comments:

RESPONSE TO NON-VERBALS:

10. Response to Eye-Contact and Gaze (Consider during greeting, when speaking, whether cues are recognised such as looking away, staring, do they follow gaze of the other?)

Comments:

11. Understanding of Gesture (Consider interpretation of common gestures)

Comments:

12. Interpretation of Facial Expression (Do they seem to notice facial expression? Do they mimic facial expression – e.g. sad face when a sad story is being told)

Comments:

13 .Response to Posture and Distance (Consider response to different postures or proxemics)

Comments:

14. Response to Touch (Consider reaction to touch)

Comments:

15. Response to Changes in Voice (Consider ability to pick up on voice cues such as anger, jest, sarcasm)

Comments:

16. Response to Emotions (Consider the reaction to sadness, happiness, anger, fear. Consider whether emotions can be interpreted correctly)

Comments:

GENERAL

17. Code Switching (Consider whether non-verbal communication changes with people of different ages, familiarity, culture, background)

Comments:

18. Overall Impression

NOTES: