

BECOMING MORE SELF-AWARE

- Find out how others see you.
- Think about how you react in different situations and why.
- Decide how you could change.

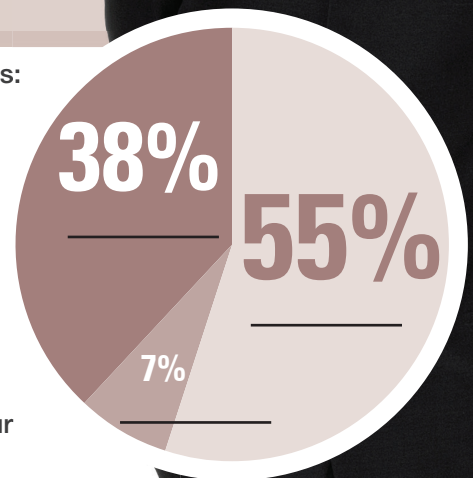
A Read this article. Label the sections in the pie chart with these phrases.

Body language Tone of voice Words

In any face-to-face communication, there are three basic elements: the words we use, our tone of voice (how we say the words), and our body language (the movements and gestures we make with our arms, hands and face).

We often think that the words we use are the most important factor. In fact, studies have shown that when we are talking about personal feelings, the words only carry 7% of the message. Our tone of voice carries 38% and our body language carries 55%.

Effective communicators are usually people who understand this and are self-aware. Self-awareness is our ability to understand our own reactions and the messages we send out to other people.



B Answer these questions by ticking the red boxes.

1 Which word or words best describe the way you usually speak to other people?

confident	<input type="checkbox"/>	<input type="checkbox"/>	quiet	<input type="checkbox"/>	<input type="checkbox"/>	nervous	<input type="checkbox"/>	<input type="checkbox"/>
loud	<input type="checkbox"/>	<input type="checkbox"/>	friendly	<input type="checkbox"/>	<input type="checkbox"/>	aggressive	<input type="checkbox"/>	<input type="checkbox"/>

2 How much do you use your hands when you talk?

all the time	<input type="checkbox"/>	<input type="checkbox"/>	a lot of the time	<input type="checkbox"/>	<input type="checkbox"/>	sometimes	<input type="checkbox"/>	<input type="checkbox"/>
rarely	<input type="checkbox"/>	<input type="checkbox"/>	never	<input type="checkbox"/>	<input type="checkbox"/>			

3 How much do you use eye contact when you talk to someone?

all the time	<input type="checkbox"/>	<input type="checkbox"/>	a lot of the time	<input type="checkbox"/>	<input type="checkbox"/>	sometimes	<input type="checkbox"/>	<input type="checkbox"/>
rarely	<input type="checkbox"/>	<input type="checkbox"/>	never	<input type="checkbox"/>	<input type="checkbox"/>			

4 Which word or words best describe the way you are feeling at the moment?

comfortable	<input type="checkbox"/>	<input type="checkbox"/>	defensive	<input type="checkbox"/>	<input type="checkbox"/>	open	<input type="checkbox"/>	<input type="checkbox"/>
relaxed	<input type="checkbox"/>	<input type="checkbox"/>	stressed	<input type="checkbox"/>	<input type="checkbox"/>	nervous	<input type="checkbox"/>	<input type="checkbox"/>

C Work with a partner you know well. Ask how they would answer each question about you, and mark your partner's answers about you in the blue boxes.

A: Which word or words best describe the way I usually speak to other people?

B: I think probably ...

D Look back at your answers and your partner's answers about you. In general, does your partner see you in the same way you see yourself? Are there any surprises?

Self and Society

Work and Career

Study and Learning



E You are going to work in groups and give a short talk to your group, and answer their questions. Follow these instructions.

- Work alone. Complete the sentences so they are true for you.
I wish I had more time to ... because ...
I hope in the future, I ...
If only ...
If I had ..., I ...
If I hadn't, I ...
- Practise what you are going to say.

F Work in groups of three, Students A, B and C. Work with students you don't usually work with.

Student A, stand up and give your talk to your group. Answer any questions.

Student B, listen carefully and ask Student A questions.

Student C, observe Student A carefully, and complete the evaluation form. Don't say anything.

Then swap roles.

Evaluation

Circle all the words that apply.

- 1 How did Student A appear?
confident quiet nervous
loud friendly aggressive
- 2 How much did Student A use their hands when they were talking?
all the time a lot of the time sometimes
rarely never
- 3 How much did Student A use eye contact when they were talking?
all the time a lot of the time sometimes
rarely never
- 4 Which word or words best describes Student A's body language?
comfortable defensive open
relaxed stressed nervous

G Give each other feedback on how you appeared when you were giving your talks. Were you surprised by anything? What would you change about how you appear when you're talking to someone?

HOW TO SAY IT

Responding to feedback

You said I looked ..., but actually I felt ...

I don't think I used my hands enough / made enough eye contact.

I think I should ... more.

I would like to appear more ..., so I'm going to ...



REFLECT ... How can becoming more self-aware help you in **Work and Career** and **Study and Learning**?