

## Levels in which Communication comes to expression



	oral communication	written communication
<b>verbal</b>	lexical, syntactic, rhetorical-stylistic means of textual expression, etc.	lexical, syntactic, rhetorical-stylistic means of textual expression, etc.
<b>non-verbal</b>	Facial expression, gestures, posture, eye contact, etc.	Images, drawings, diagrams, format, colour, layout, etc.
<b>para-verbal</b>	Volume, pitch of voice, rhythm of speech, laughter, coughing, pauses, accent, etc.	Typography, punctuation, style of writing, spacing, type area, etc.
<b>extra-verbal</b>	Time, place, clothing; contexts; tactile (tangible), olfactory (smellable) aspects, etc.	Time (e.g. mode of publication), space (place and modes of communication, type of media); paper quality, folding method, etc.



	oral communication	written communication
verbal	lexical, syntactic, rhetorical-stylistic means of textual expression, etc.	lexical, syntactic, rhetorical-stylistic means of textual expression, etc.

**Lexical:** What words are used

(e.g. yummy or delicious)

**Syntactic:** How the sentence is constructed

(e.g. you are coming *Or* Are you coming?)

**Rhetorical-Stylistic:** Ways to express things

lot“)

(e.g. “not little“ instead of: „a



	oral communication	written communication
non-verbal	Facial expression, gestures, posture, eye contact, etc.	Images, drawings, diagrams, format, colour, layout

**Facial expression:** the movements your face makes while communicating

**Gestures:** how you move your body (arms/hands...) while communicating

**Posture:** the way you are standing/sitting, etc. while communicating

**Eye contact:** Are you looking into people's eyes while communicating or not? How long – the whole time or only for a few seconds?



	oral communication	written communication
para-verbal	Volume, pitch of voice, rhythm of speech, laughter, coughing, pauses, accent	Typography, punctuation, style of writing, spacing, type area

**Volume:** low-high

**Pitch of voice:** low-high

**Rhythm of speech:** slow-fast

**Typography:** type of writing (hand written-computer written)

**Punctuation:** usage of punctuation marks

**Style of writing:** the way you write, your personal style

**Spacing:** how you structure different paragraphs with spaces

**Type area:** (e.g. block) shape of text, distance to margin of page



	oral communication	written communication
extra-verbal	Time, place, clothing; context; physical distance between the ones who interact; tactile, olfactory aspects, etc.	Time (e.g. mode of publication), space (place and modes of communication, type of media); paper quality, folding method, etc.

**The senses you perceive what you will interpret (decode):**

**Auditory:** what you hear

**Visual :** what you see

**Tactile:** what you feel by touching

**Olfactory:** what you smell

**Gustatory:** what you taste