

BODY LANGUAGE

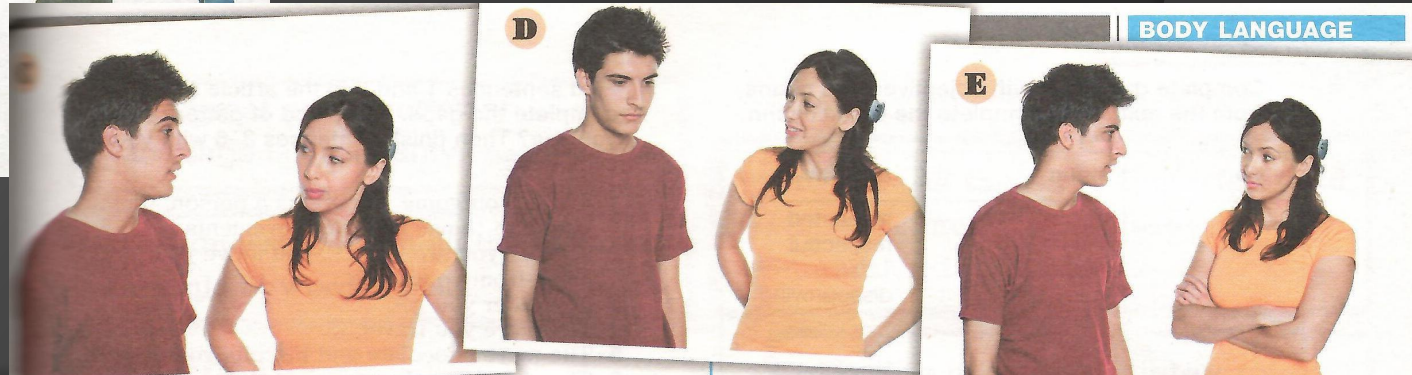
- Some experts say that 93 % of a first impression is based on nonverbal rather than verbal communication.
- What is included in nonverbal communication?
 - ✓ facial expression
 - ✓ hand gestures
 - ✓ closeness
 - ✓ eye contact

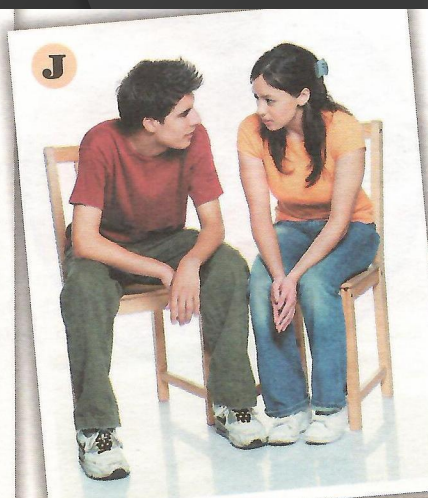
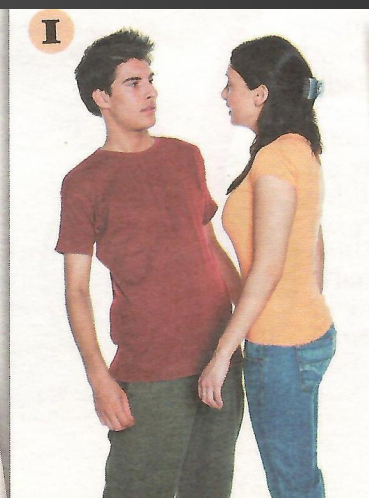
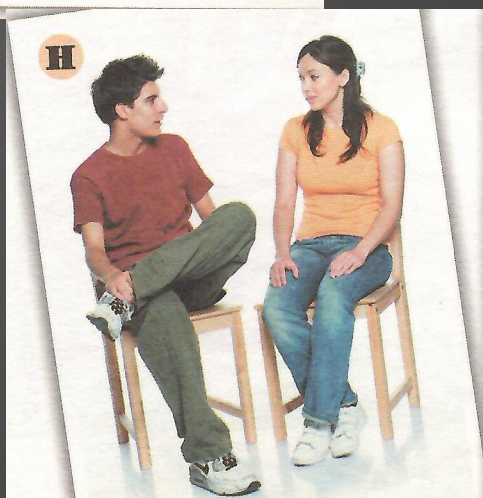
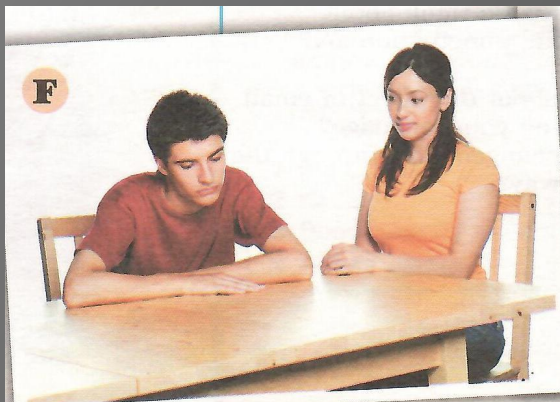
ACTIONS SPEAK LOUDER THAN WORDS

- Do you realise that your body language is telling people a whole range of things that you may not be conscious of?



- Look at the photos. What message does the body language give in each case?





NOW OPEN YOUR BOOKS ON PAGE
90. BE READY TO READ THE
ARTICLE ALOUD.

Actions speak louder than words

1 D **Eye contact** is one of the most important aspects of body language, especially with people we've just met: it shows respect and interest in what they have to say. In the UK people tend to keep eye contact around sixty to seventy percent of the time. Any more than this and you can be too intense, any less and you signal a lack of interest in the person or their conversation.

2 **Posture** is the next thing to master: get your posture right and you'll automatically start feeling better. Next time you notice you're feeling a bit depressed, take a look at how you're standing or sitting. Chances are you'll be slouched over with your shoulders hanging down and inwards. This flattens the chest and prevents good breathing, which in turn can make you feel and look nervous or uncomfortable.

3 A **Head position** is a great one to play around with. When you want to be authoritative and what you're saying to be taken seriously, keep your head straight both horizontally and vertically. Conversely, when you want to be friendly and in a receptive, listening mode, tilt your head just a little to one side or other.

4 **Arms** give away clues as to how open and receptive we are to everyone we interact with, so keep your arms out to the side of your body or behind your back. This shows you are not scared to take on whatever comes your way. In general terms the more outgoing you are as a person, the more you tend to use big arm movements. The quieter you are, the less you move your arms away from your body. So try to strike a natural balance. When you want to come across in the best possible light, crossing the arms is a no-no. Obviously if someone says something that really annoys you, then by all means show your disapproval by crossing them!

5 **Legs** are the furthest limbs from the brain, consequently they're the hardest bits of our bodies to control consciously. They tend to move around a lot more than normal when we are nervous or being deceptive. So it's best to keep them as still as possible in most situations. Be careful, too, in the way you cross your legs. Do you cross at the knees, ankles or bring one leg up to rest on the knee of the other? Just be aware that the last position mentioned is known as the 'Figure Four' and is generally perceived as the most defensive leg cross.

6 **Angle of the body** in relation to others gives an indication of our attitude towards them. We lean towards people we find attractive and interesting and away from those we don't, it's that simple!

7 **Hand gestures** are so numerous it's hard to give a brief guide, but here it goes. Holding your palms slightly up and outwards is seen as open and friendly. Gestures with the palms

65

down are generally possibly aggressive. A distinction is very shaking hands, and a handshake upri equality.

8 **Distance** fr want to give the and you'll be seen and you'll appear we want, so obse close the other pe move closer to so you've probably o just a bit too muc


9 **Ears** play a with others, even move them much two ears and only them in that orde much as you talk communicator wh a balanced conve me' or the wallflo

10 **Mouth mo** sorts of clues. We twist them to the We might also use an angry commen people smile for a which is to signal next week.

Are the statements true or false, according to the article? Correct the false ones.

- 1** You need to keep eye contact for at least seventy percent of the time if you want to show interest in a person.
- 2** You can look nervous if you are not breathing properly.
- 3** Nodding your head shows authority.
- 4** You should keep your arms out of sight in order to look confident.
- 5** If you want to make a good impression, don't cross your arms or legs.
- 6** When you shake hands, you shouldn't hold your palms up or down.
- 7** It is better to stand too near someone than too far away.
- 8** To communicate successfully, you should listen more than you talk.

- ❖ Complete the gaps 1-8 with adjectives and nouns from the text. Then complete the verb column.

verb		noun		adjective
respect	1	respect		respected respectful
		authority	2	authoritative
disapprove	3	disapproval		disapproving
deceive		deception	4	deceptive
defend		defence	5	defensive
indicate	6	indication		indicative
dominate		domination	7	dominant
push		push	8	pushy

Use the phrases from the box to make collocations from the article.

a clue	a conversation	in a good light	responsibility
a comment	a friendship	extra work	a sneeze
as a good communicator		a secret	

give away	a clue	a secret
take on	responsibility	extra work
come across	in a good light	as a good communicator
strike up	a conversation	a friendship
hold back	a comment	a sneeze

Think of a situation where you

- ❖ would want to come across in a good light
- ❖ might give away a secret
- ❖ would try to hold back a sneeze
- ❖ would have to take on extra work
- ❖ would not want to strike up a conversation

**THANK YOU FOR
YOUR ATTENTION!**