Posture, Body Language, & Gestures Speech

THE MOST IMPORTANT THING IN COMMUNICATION IS TO HEAR WHAT ISN'T BEING SAID.

~PETER DRUCKER

IT'S WHAT YOU DON'T SAY THAT COUNTS!

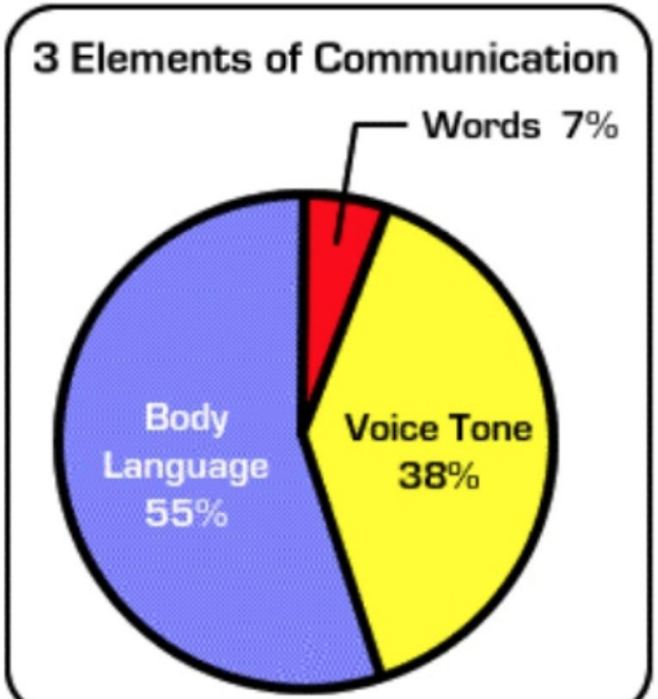
LEARN TO READ AND INFLUENCE PEOPLE THROUGH NONVERBAL COMMUNICATION.

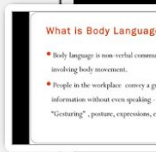
Body language includes the gestures, postures, movements and expressions that a person uses to communicate.

7 % VERBAL (Conveyed through words)

38 % VOCAL (intonation , pitch, pauses , etc)

55 % NON VERBAL (body language)



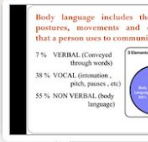


What is Body Language ?

- Body language is non-verbal communication involving body movement.
- People in the workplace convey a great deal of information without even speaking - through “Gesturing" , posture, expressions, etc.

Why is Body Language so important?

- People remember more of what they see than what they hear.
- Long after a meeting, we are likely to have forgotten the exact words someone used, but we may retain a vivid image of the same person's facial expression.

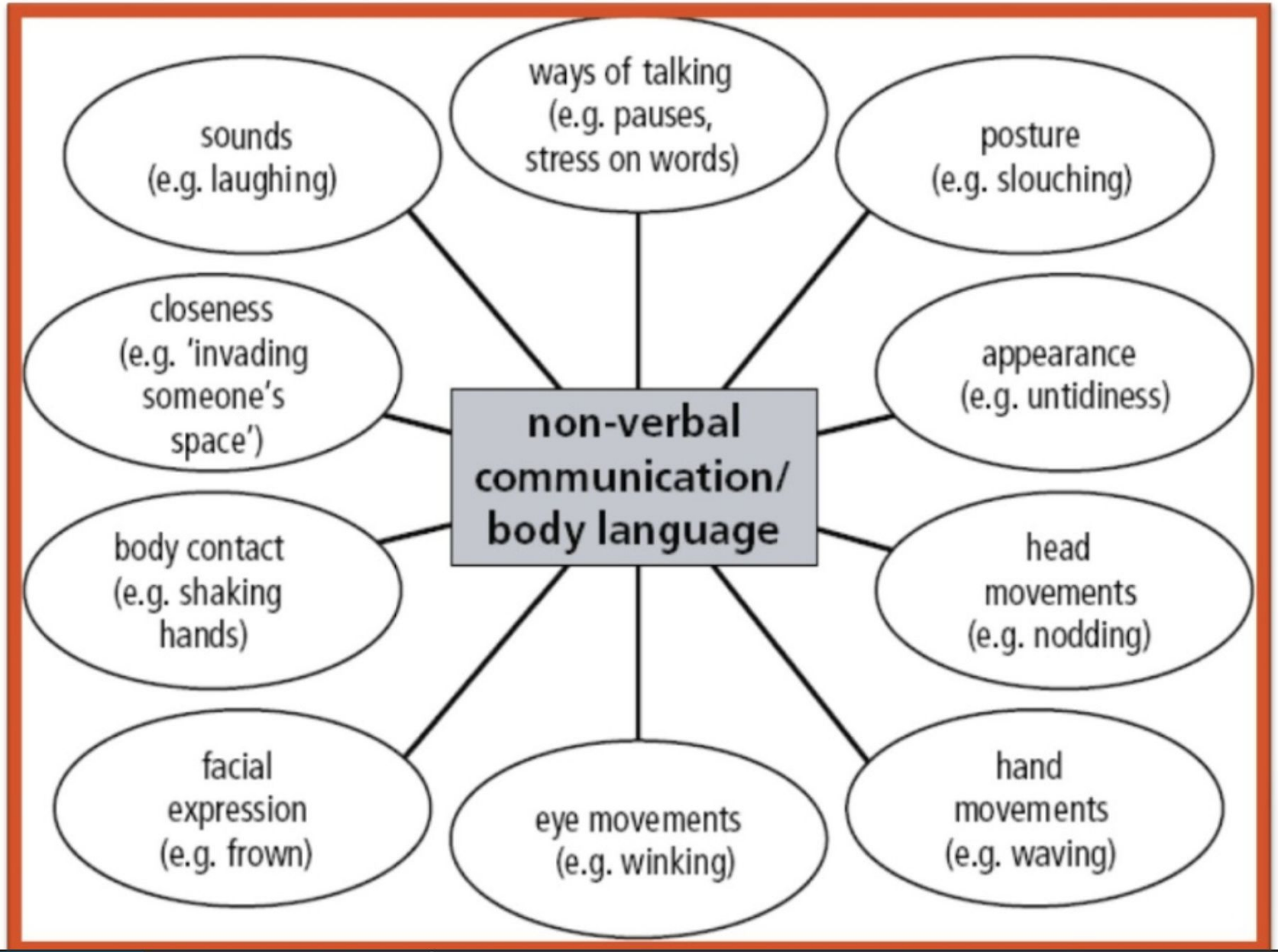


What we are trying to deliver through verbal means might not be exactly similar to what we are delivering from our **non-verbal** means.

Believed

When verbal and nonverbal cues contradict one another, the non-verbal cues are more likely to be believed.

Body Language Speaks Even When You Don't


non-verbal communication/ body language
ways of talking (e.g. pauses, stress on words)
sounds (e.g. laughing)
posture (e.g. slouching)
closeness (e.g. 'invading someone's space')
appearance (e.g. untidiness)
body contact (e.g. shaking hands)
head movements (e.g. nodding)
facial expression (e.g. frown)
eye movements (e.g. winking)
hand movements (e.g. waving)

Body Language

KINESICS

- Facial expression
- Eye contact
- Gestures
- Posture and stance
- Space relationship
- Touch

PROXEMICS

HAPTICS

Kinesics

- It is the study of body movements to judge the inner state of emotions expressed through different parts of the body.

Expression	Interpretation
Sideways Glance	Suspicion
Steady eye contact	Active listener
No eye contact	Disinterest
Veiled eyes	Boredom

Facial Expression

The face tells a lot about feelings. When you speak, more than any other part of the body, your face will communicate most clearly your attitudes, feelings and emotions.

Eye contact

"Eyes are so transparent that through them one sees the soul."

- Speaking information
- Showing attention and interest
- Inviting and controlling interaction
- Domineering, threatening, influencing others
- Providing feedback during speech
- Revealing attitudes

Gestures

- Notice how you sit, how you stand, how you use you hands and legs, what you do while talking to someone.
- All these indicate your Personality!

BE AWARE OF YOURSELF !

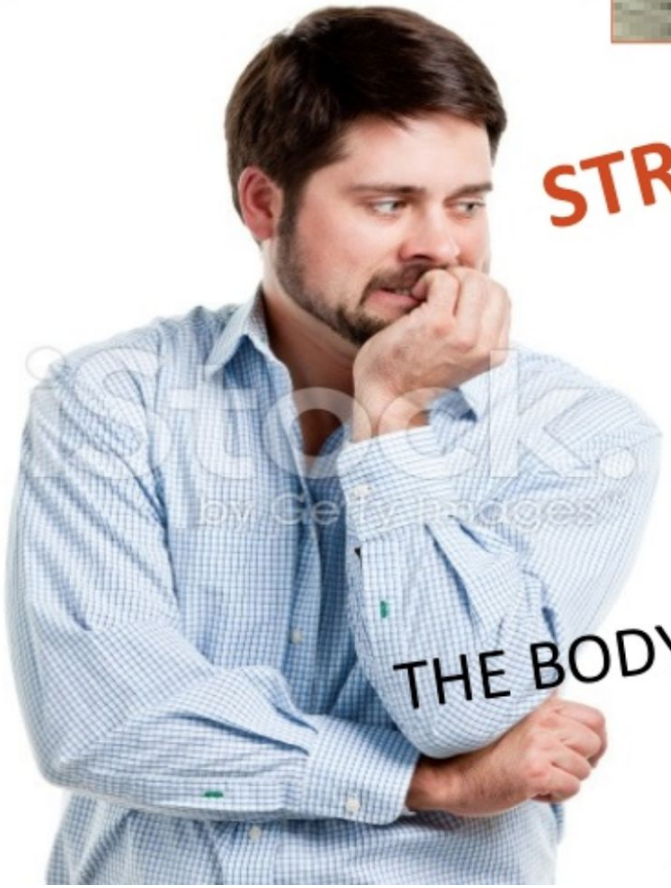
What you do might be interpreted in several ways, depending on the setting and who you are talking to.

Some common interpretations of body language and often more effective ways to communicate with your body.

NON-VERBAL BEHAVIOR	INTERPRETATION
Brisk, erect walk	Confidence
Standing with hands on hips	Readiness, aggression
Sitting with legs crossed, foot kicking slightly	Boredom
Sitting, legs apart	Open, relaxed
Arms crossed on chest	Defensiveness
Walking with hands in pockets, shoulders hunched	Dejection
Hand to cheek	Evaluation, thinking
Touching, slightly rubbing nose	Rejection, doubt, lying
Rubbing the eye	Doubt, disbelief
Hands clasped behind back	Anger, frustration, apprehension
Locked ankles	Apprehension

THE CONFIDENT LOOK

STRESSED AND TENSED



THE BODY LANGUAGE SPEAKS !

SMILE

Mahatma Gandhi has also mentioned that,

"You are not completely dressed until your face wears a *SMILE* ".

KEEP SMILING, EVEN IN DIFFICULT SITUATIONS. IT COSTS NO MONEY, JUST STRETCHING YOUR FACIAL MUSCLE! JUST GIVE AN INNOCENT GENUINE SMILE

A smile is the best in 'BODY LANGUAGE' that any person can project, beware of the fake smile it is very easy to recognize one.

Do’s and the Don'ts

How do I know as to what I am doing is right or not ……..????

OR

What is My Body Language like !!!!!

Let us find out.

Have eye contact, but don't stare

If there are several people you are talking to, give them all some eye contact to create a better connection and see if they are listening.

Keeping too much eye-contact might creep people out.

Giving no eye-contact might make you seem insecure.

Nod when they are talking -

Nod once in a while to signal that you are listening.

Don't cross your arms

You have probably already heard you shouldn't cross your arms as it might make you seem defensive or guarded.

Don’t be afraid to take up some space

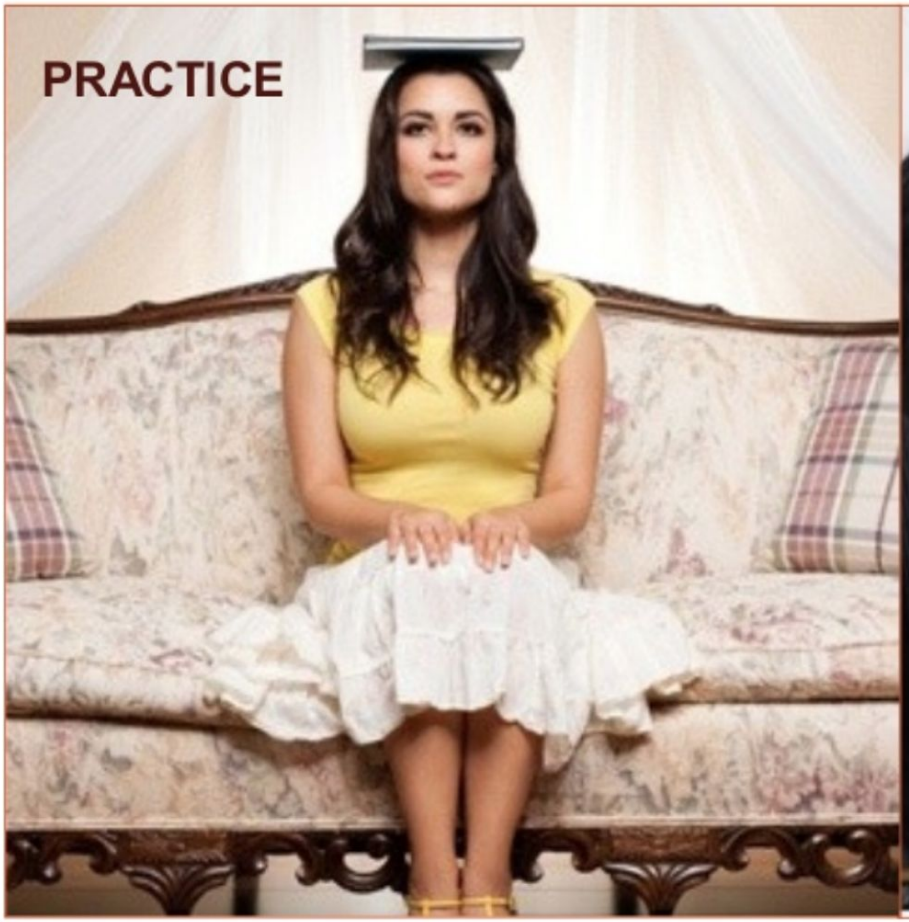
Taking up space by for example sitting or standing with your legs apart a bit signals self-confidence and that you comfortable in your own skin.

Relax your shoulders

When you feel tense it's easily winds up as tension in your shoulders. They might move up and forward a bit. Try to relax. Try to loosen up by shaking the shoulders a bit and move them back slightly.

Sitting Posture

Don’t slouch, sit up straight



Don’t touch your face

It might make you seem nervous and can be distracting for the listeners or the people in the conversation.

Keep your head up

Don't keep your eyes on the ground, it might make you seem insecure and a bit lost.

Keep your head up straight and have eye contact.

Use your hands more confidently

Instead of fidgeting with your hands and scratching your face use them to communicate what you are trying to say.

Use your hands to describe something or to add weight to a point you are trying to make.

Don’t fidget

Try to avoid, phase out or transform fidgety movement and nervous ticks such as shaking your leg or tapping your fingers against the table rapidly.

Keep a good attitude

Last but not the least, keep a positive, open and relaxed attitude. How you feel will come through in your body language and can make a major difference.

Proxemics

The nonverbal study of space and distance. It is embarrassing if the more we move back the more the other person comes forward.

Let people have their personal space, don't invade.

Territory

- Intimate
  - Touching
  - 6-18”
- Personal
  - Close -1½ to 2½ feet
  - Far - 2½ to 4 ½ feet
- Social
  - Close 4-6 feet
  - Far 7-12 feet
- Public
  - Close - 12-25 feet
  - Far - 25 feet or greater

HAPTICS

- Body contact : Accidental
- Touch : Deliberate
- Types of Touch:
  - functional
  - social
  - genial
  - passionate

Points to look smart and attractive

- eye contact
- facial expression
- head movements
- gestures
- postures
- proximity
- body contact
- appearance & physique

You can change your body language but as all new habits, it takes a while. And if you try and change too many things at once it might become confusing and feel overwhelming.