

Body language session- Pedagogy

S.No	Learning Point	Time (minutes)	Activity
1	Icebreaker	10	Student /Partner Introductions
2	Introduction/ Objectives	5	Trainer Presentation (TP)
3	Importance of Body Language (BL)	10	TP
4	Features of BL + Confusing BL	20	TP
5	Ways to read BL	15	TP + Students/ Identify Images
	Break	5	Break
6	How to develop good BL	20	TP + students/ Role play
7	Ways to avoid bad BL	20	TP
8	Summary/ Exercise	15	Students/ Match the columns
	TOTAL	120	

Body Language

“ He who does not understand a look will not understand a long explanation either ”

***Ancient
proverb***

Understanding Body Language



What is Body Language ?



- ✓ Body language is the language transmitted by posture, clothes, gestures and facial expressions
- ✓ It is the unspoken communication that goes on in every Face-to-Face encounter with another human being
- ✓ It tells you their true feelings towards you and how well your words are being received

Factors that affect Body Language

Posture & Clothes : 23%

+

Gestures : 57%

+

Facial expressions : 20%



Importance of Body Language

- ✓ Our physical gestures are subconsciously interpreted by others
- ✓ Provides information about an individual's character, emotions, and reactions
- ✓ Body language presents to audience what we feel & think about the particular matter



Features of Body Language

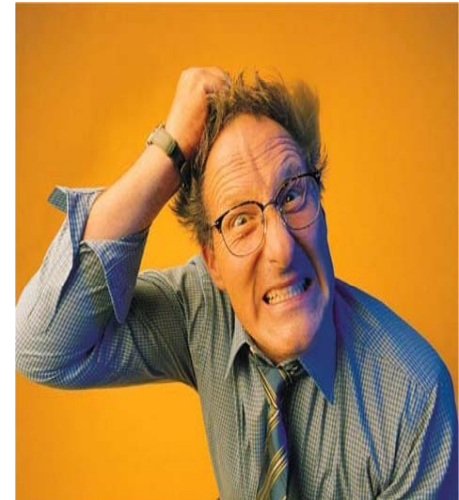


Nervousness

Clearing throat, "whew" sound, whistling, smoking, pinching flesh covering mouth, jiggling money or keys, tugging ears, wringing hands

Short breaths, "tsk" sound, tightly clenched hands, wringing hands, fist like gestures
pointing index finger
rubbing hand through hair

Frustration



Features of Body Language



Open hands, unbuttoned coat

Openness

Arms crossed, sideways glance, touching-rubbing nose, rubbing eyes, buttoned coat, drawing away

Defensiveness



Insecurity

Pinching flesh, chewing pen, thumb over thumb, biting fingernails

Features of Body Language



Cooperation

Upper body in sprinter's position, open hands, sitting on edge of chair, hand to face gestures, unbuttoning coat.

Steepled hands, hands behind back, back stiffened, hands in coat pockets with thumb out, hands on lapels of coat

Confidence



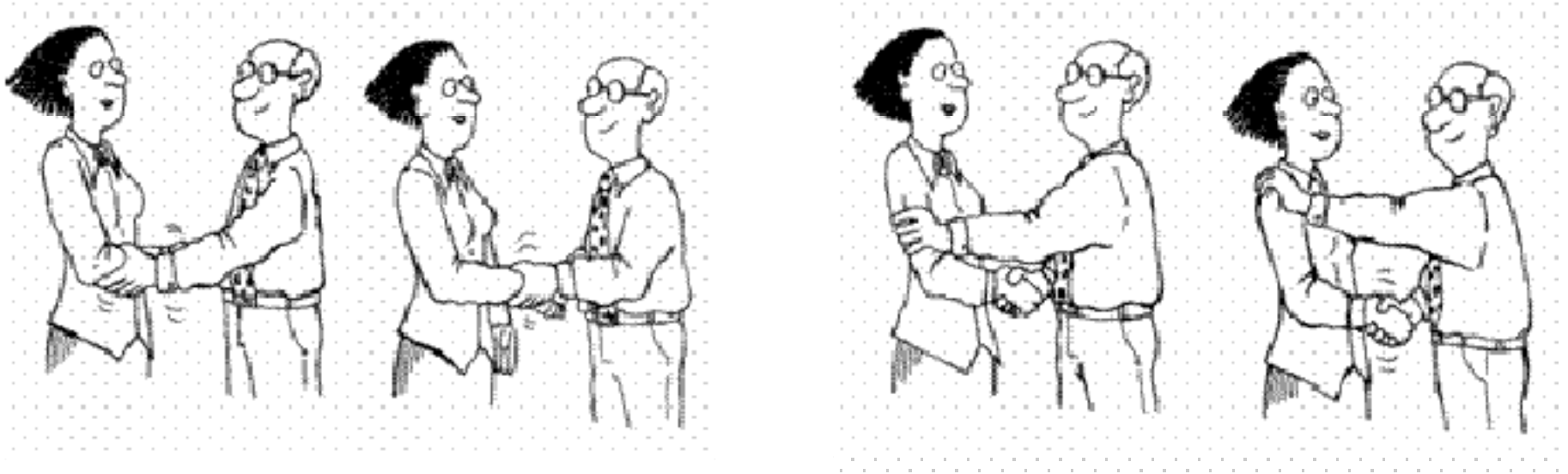
Features of Body Language

- Tapping foot or holding something in hand and fiddling with it or having a key chain in finger and moving it around finger. All this indicates restlessness, disinterest and a desire to end the session.



Moving key-chain around one's finger is an indication of a desire to leave.

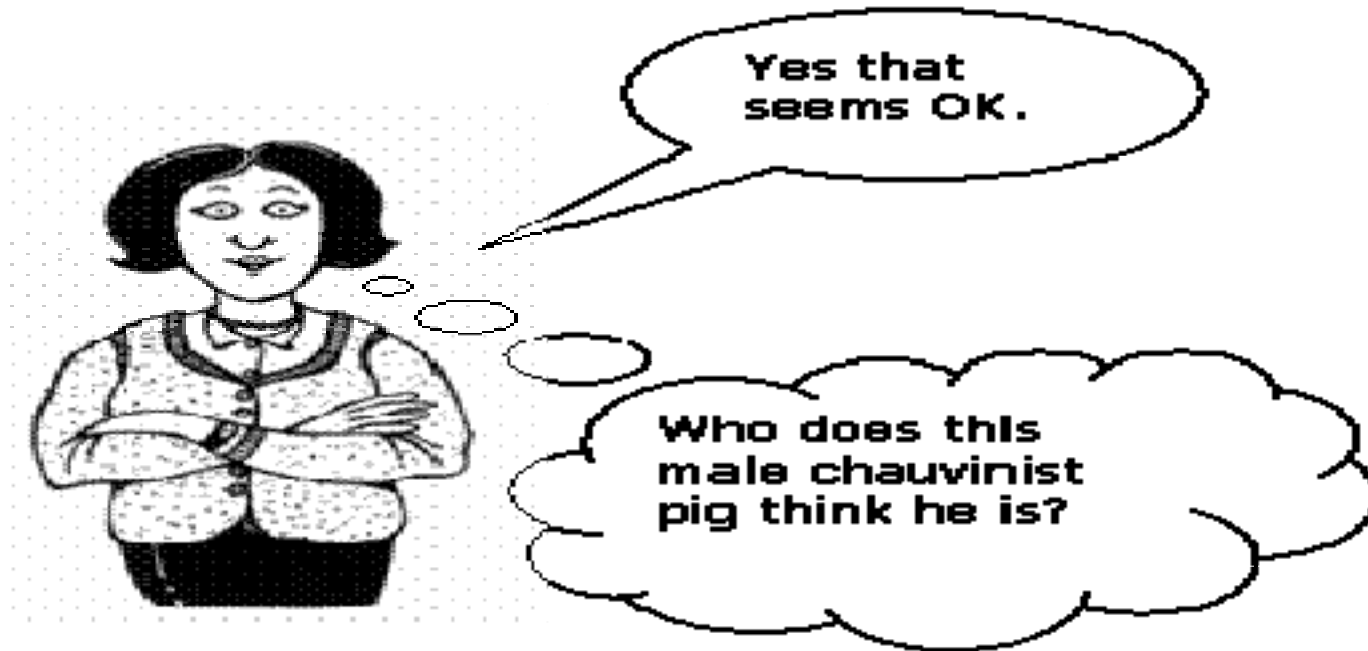
Remember



Anyone who gives you a handshake with two hands, when first meeting you, is likely to be insincere and overwhelming, or even deceitful.

✓Tip: Exception is elderly people

Confusing Body Language



She may feel comfortable,
She may look cool.
Careful, you have a very negative signal,
even if she is smiling.

Confusing Body Language



The lowered steepling of the hands indicates listening, and can also be a negative confidence gesture.

Confusing Body Language



The scratch to the back of the neck indicates uncertainty.

Confusing Body Language



It can mean nervousness or deceit.
It can mean a desire to shut out the words they are hearing,
or the words aren't 'going in'.
they've heard enough.

Confusing Body Language



Hot under the collar!

People touch their face 10 times more than normal when they feel uncomfortable. When you lie, you feel a tingling sensation around your face and neck, and feel you need to touch or relieve the area.

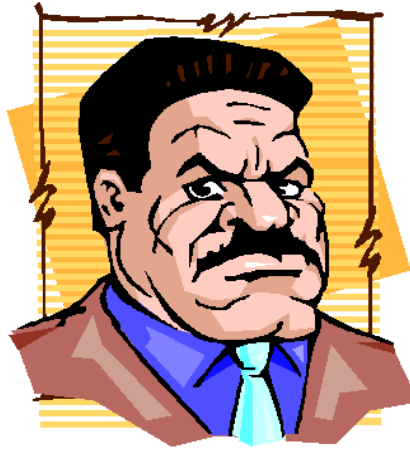
Class Exercise

Can you identify the body language from each of the following images displayed?



1. Affectionate

2. Attentive



3. Angry

4. Anxious



5. Ashamed



Confident



6. Bored



Confused



Excited

Fed-Up



Jealous

Lazy



Mean



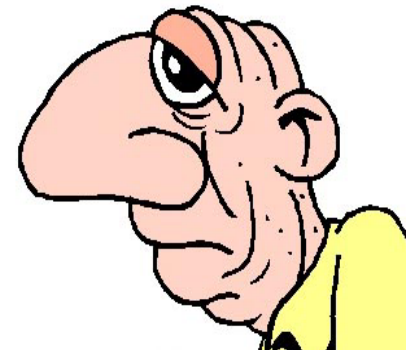
Worried



Satisfied



Tired



Ways to develop Positive Body Language

- Be Energetic!
- Display variety in your gestures
- Display Purpose
- No pacing, rocking, swaying
- Exercise and stay fit
- No body odour
- Respect personal space



Proper Posture

- ✓ Erect posture- eager to do task
(Could also be hostile)



- ✓ A person with a straight head, erect shoulders, fast steps and straight posture gives an impression of a confident person



- ✓ Stooping shoulders gives an impression of an under-confident person



Eyes (as you see them)



Eyes - upward to the right (their left)

Trying to recall memories



Eyes - upwards to the left (their right)

Creating visual images (we think in pictures)

What your eyes say about you?

“ Face is the index of the mind ”, and the eyes are 50% of it!

- Gazing towards blank while conversing is an indication of recollecting something .
 - Shutting eyes frequently indicates disinterest or lack of keenness in the discussion and the subject matter. It is a sort of escapist reaction.
 - Best is to practice looking above the eyes, near the forehead (above the nose) of the other person while speaking .
- ✓ TIP: Make eye contact for 3-4 seconds but don't stare. Look long enough to identify the other person's eye colour



Correct Handshake

- Handshake is an integral part of one's personality
- Correct handshake can greatly improve first impression
- Practice a strong, well gripped and vertical handshake
- A well gripped and strong handshake creates a positive impression
- No wet hands, no limp hands
- Shake from the elbow, not shoulder
- Shake hands with women also



Ways to develop positive body language



Steepling Hands

This is frequently used in superior/subordinate interaction. It demonstrates confidence and a 'know-it-all' attitude.

There are 2 versions:

- 1) The raised steeple - when the person is talking, expressing their opinion
- 2) The lowered steeple - when the person is listening

Ways to develop positive body language



Palm Gripping

This is a confidence/superiority position. The person has their stomach, heart and throat regions exposed which is an unconscious act of fearlessness.

✓ **TIP:** If you are in stressful situation assuming this position can help calm you down and take control of the situation.

Ways to develop Positive Body Language



Mirroring Positions

- Two people talking, standing in the same pose
- This indicates that they are in agreement with each other, they like each other
- If you want to establish a rapport with someone, mirror their poses
- This will have the effect of relaxing them
- Give them a non-verbal indication that you are both thinking along the same lines

Negative Body Language to avoid



- Feet dragging - implies lethargy - unlikely to impress
 - Head down - implies timidity, again not a positive impression
 - Shoulders drooped - implies lethargy and weariness
 - Weak handshake - implies meek and ineffectual personality
 - Shifty eyes - implies nervousness
 - Arms crossed on chest - implies a defensive stance
 - Fidgeting - implies nervousness
 - Hands in pockets - implies you have something to hide
- ✓ TIP: Respect personal space ...don't stand too close in meeting or elevators

Poor Handshake



‘WET FISH’ from a man this normally means a weak character, someone who is easily persuaded.

How to identify Liars?

LIARLIAR



- Covering the mouth with the hand
- Scratching the nose quite frequently
- Moving the hand to scratch or rub the ear
- Scratching the side of the neck with fingers



Conclusion

With the right information and a little practice, we can train ourselves to overcome most of our negative body language habits.

POSITIVE BODY LANGUAGE

