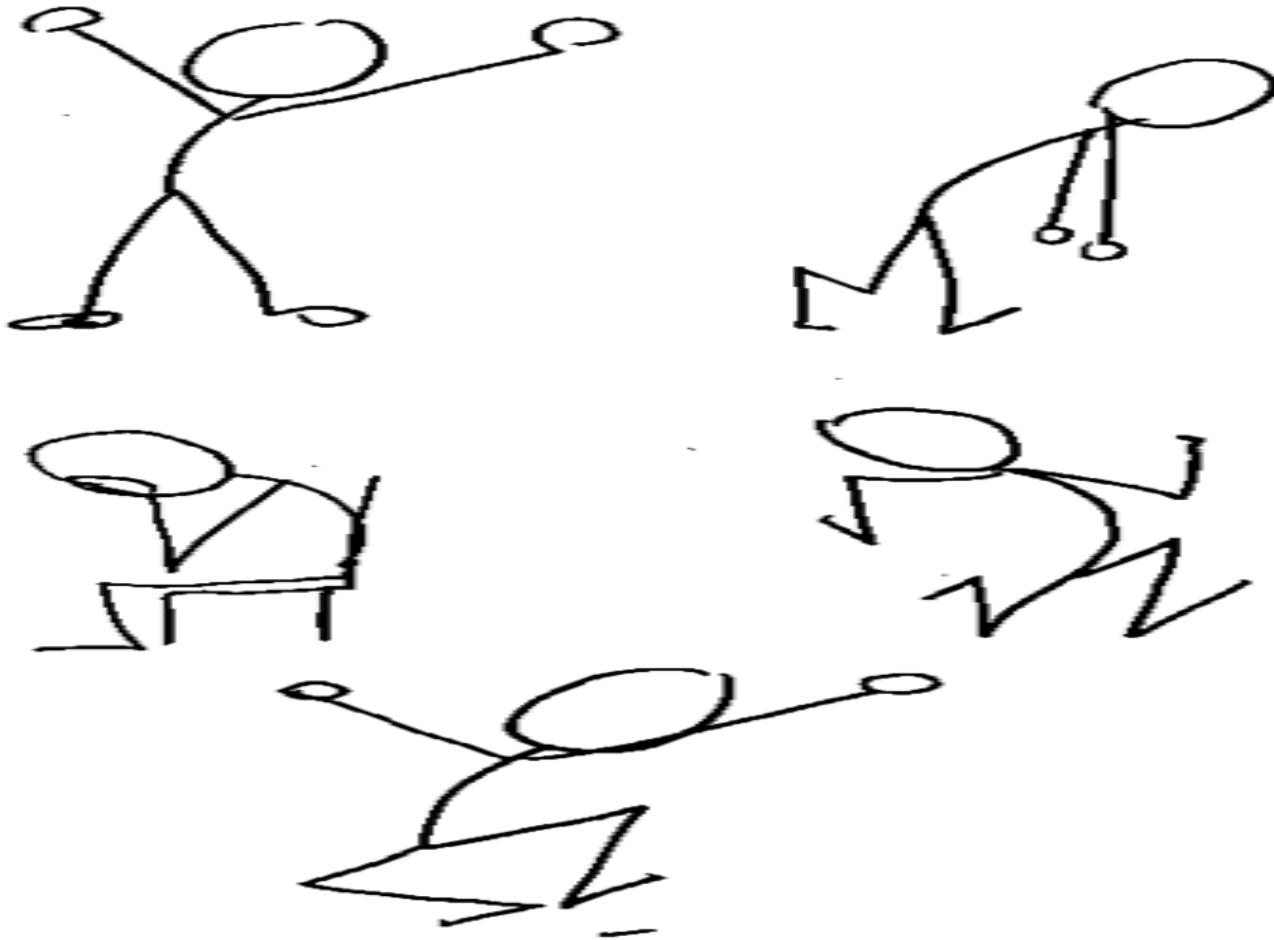


Body Language



What is Body Language ?

Body language is nonverbal communication that involves body movement

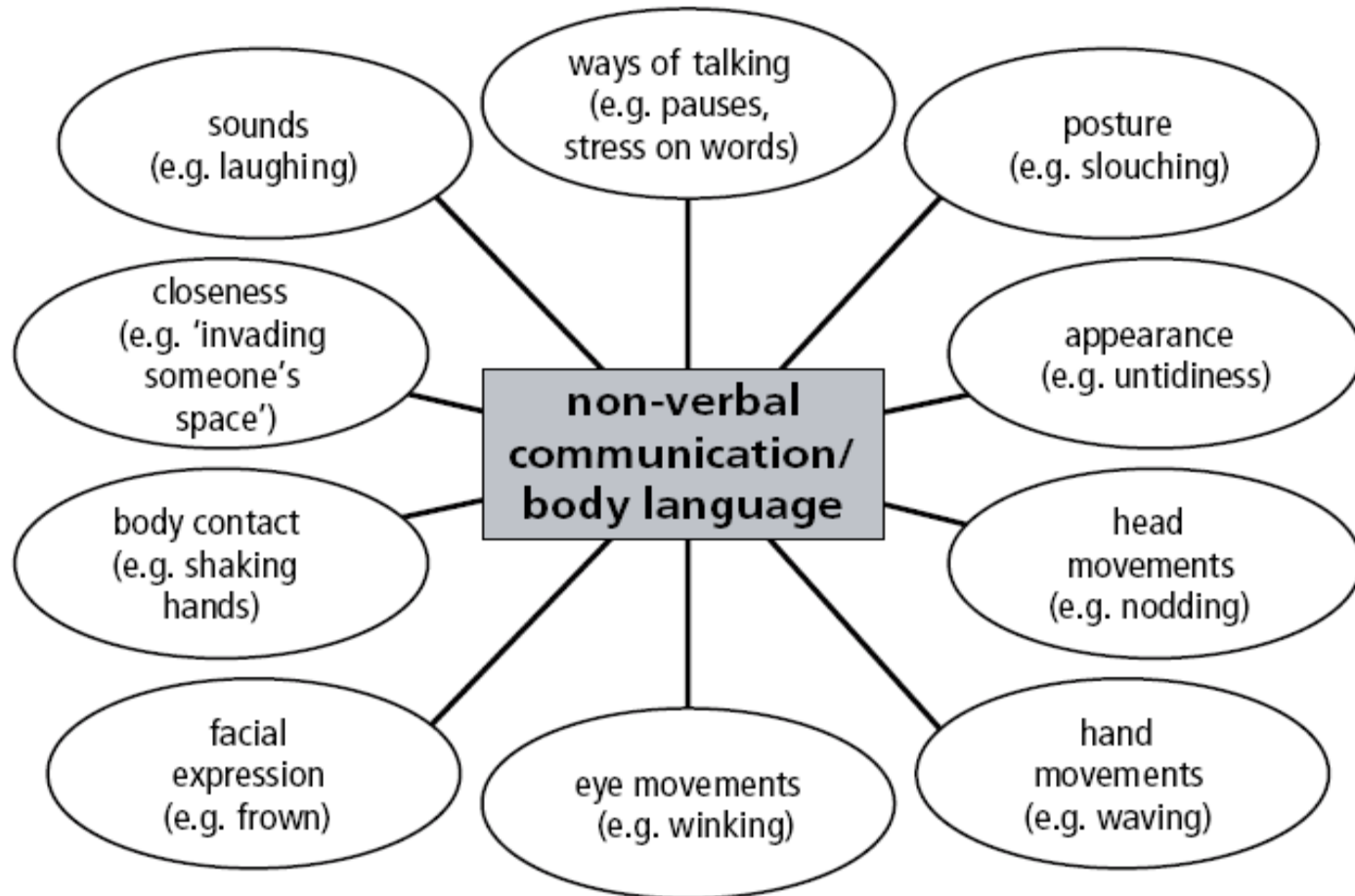
"Gesturing" can also be termed as body language which is absolutely non-verbal means of communication.

People in the workplace can convey a great deal of information without even speaking; through nonverbal communication





What we are trying to deliver to the one whom we are communicating through verbal means might not be exactly similar to the one which we are delivering from our non-verbal means i.e. BODY





Notice how you sit, how you stand,
how you use your hands and legs,
what you do while talking to
someone.

**ALL THIS IS AN INDICATION TO
YOUR PERSONALITY.**

Body Language

NONVERBAL 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

Head resting in hand, eyes downcast	Boredom
Rubbing hands	Anticipation
Sitting with hands clasped behind head, legs crossed	Confidence, superiority
Open palm	Sincerity, openness, innocence
Pinching bridge of nose, eyes closed	Negative evaluation
Tapping or drumming fingers	Impatience
Steepling fingers	Authoritative
Patting/fondling hair	Lack of self-confidence; insecurity
Tilted head	Interest
Stroking chin	Trying to make a decision
Looking down, face turned away	Disbelief
Biting nails	Insecurity, nervousness
Pulling or tugging at ear	Indecision



THE CONFIDENT LOOK





STRESSED AND TENSED



THE BODY LANGUAGE SPEAKS !!!!!!!

BE AWARE OF YOURSELF !!!

What you do might be interpreted in several ways, depending on the setting and who you are talking to. You'll probably want to use your body language differently when talking to your boss compared to when you talk to a girl/guy you're interested in. These are some common interpretations of body language and often more effective ways to communicate with your body.



Most of us go about our day-to-day lives having conversations with people without giving much thought to the ‘way’ we communicate. However during our work it’s as much about ‘how’ we portray ourselves when we communicate as it is about the message we are trying to get across. Your body language says far more about you than the words will ever do. In fact, research studies have estimated that perhaps as much as 55% of all communication is based upon what people see and not what they hear. So, let’s take a look at some of the most common aspects of body language and what it conveys about us.



SMILE

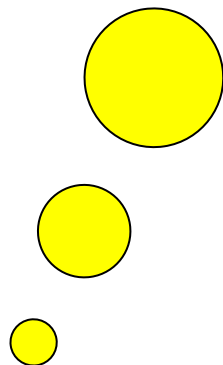
Mahatma Gandhi has also mentioned that,
“You are not completely dressed until your face wears a
SMILE”.



Get up in the morning, look yourself on the mirror, smile and say "GOOD MORNING" to your inner psychic. Always remember that, there is another human being inside you so we oftenly say something like "SELF RESPECT" dont we? After then give a good positive smile and again say "GOOD MORNING " to the LORD who created you, thank to your mom dad for giving you life. See that your face always glows with smile although you are sad or happy because, the one who can smile in hard times will never be in grief.



KEEP SMILING, EVEN IN DIFFICULT SITUATIONS.IT COSTS NO MONEY, JUST STRETCHING YOUR FACIAL MUSCLE! !REMEMBER THE SMILE OF A SMALL BABY, IT TAKES YOU TO THE SEVENTH HEAVEN.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 recognise 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.

Don't cross your arms or legs

You have probably already heard you shouldn't cross your arms as it might make you seem defensive or guarded. This goes for your legs too. Keep your arms and legs open.



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. If you are not used to keeping eye-contact it might feel a little hard or scary in the beginning but keep working on it and you'll get used to it



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 are 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.



Nod when they are talking

Nod once in a while to signal that you are listening. But don't overdo it and peck like Woody Woodpecker.



Don't slouch, sit up straight



But in a relaxed way, not in a too tense manner



Lean, but not too much

If you want to show that you are interested in what someone is saying, lean toward the person talking. If you want to show that you're confident in yourself and relaxed lean back a bit. But don't lean in too much or you might seem needy and desperate for some approval. Or lean back too much or you might seem arrogant and distant.

How to Sit at A Computer



Smile and laugh

lighten up, don't take yourself too seriously. Relax a bit, smile and laugh when someone says something funny. People will be a lot more inclined to listen to you if you seem to be a positive person.

But don't be the first to laugh at your own jokes, it makes you seem nervous and needy. Smile when you are introduced to someone but don't keep a smile plastered on your face, you'll seem insincere.



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 your eyes towards the horizon



Slow down a bit



This goes for many things. Walking slower not only makes you seem more calm and confident, it will also make you feel less stressed. If someone addresses you, don't snap you're neck in their direction, turn it a bit more slowly instead.

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. But don't use them too much or it might become distracting. And don't let your hands flail around, use them with some control.

Realise where you spine ends

Many people (including me until recently) might sit or stand with a straight back in a good posture. However, they might think that the spine ends where the neck begins and therefore crane the neck forward. Your spine ends in the back of your head. Keep you whole spine straight and aligned for better posture.

Don't stand too close

One of the things we learned is that everybody gets weirded out by a close-talker. 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 it.



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. You'll seem nervous and fidgeting can be a distracting when you try to get something across. Declutter your movements if you are all over the place. Try to relax, slow down and focus your movements.



Mirror

- Often when you get along with a person, when the two of you get a good connection, you will start to mirror each other unconsciously. That means that you mirror the other person's body language a bit. To make the connection better you can try a bit of proactive mirroring. If he leans forward, you might lean forward. If she holds her hands on her thighs, you might do the same. But don't react instantly and don't mirror every change in body language. Then weirdness will ensue

Keep a good attitude

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



You can change your body language but as all new habits it takes a while. Especially things like keeping you head up might take time to correct if you have spent thousands of days looking at your feet. And if you try and change to many things at once it might become confusing and feel overwhelming.



Take a couple of these body language bits to work on every day for three to four weeks. By then they should have developed into new habits and something you'll do without even thinking about it. If not, keep on until it sticks. Then take another couple of things you'd like to change and work on them.

