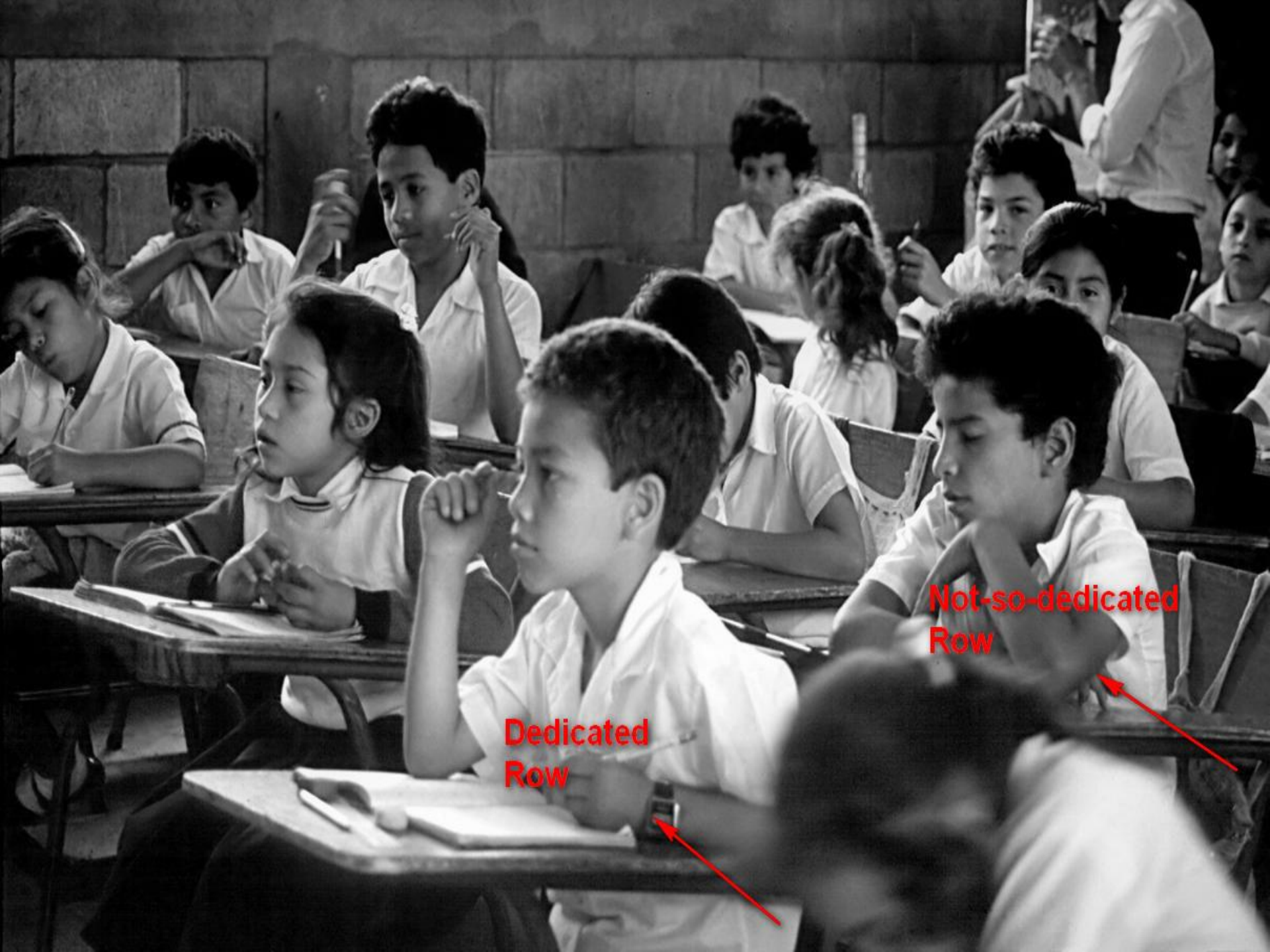


On Body Language

Dr. Nick Demos

Non Verbal Communication / Body Language (BL)



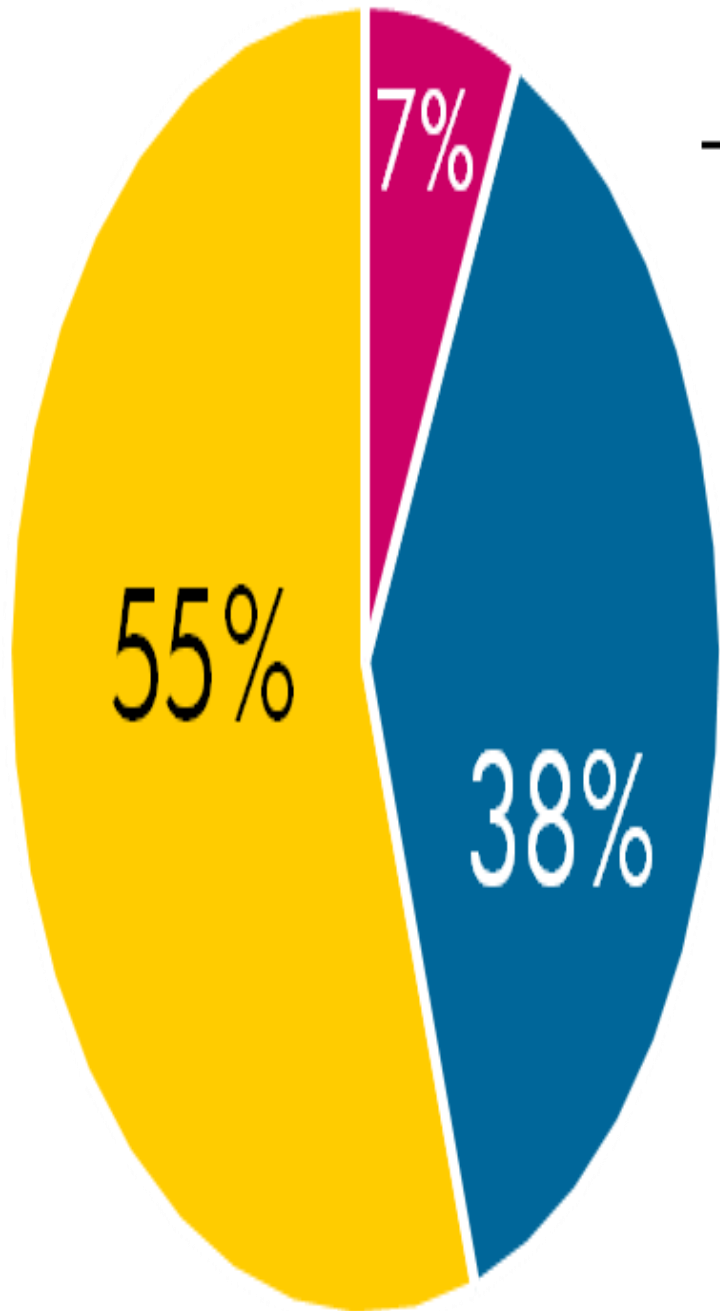
**Dedicated
Row**

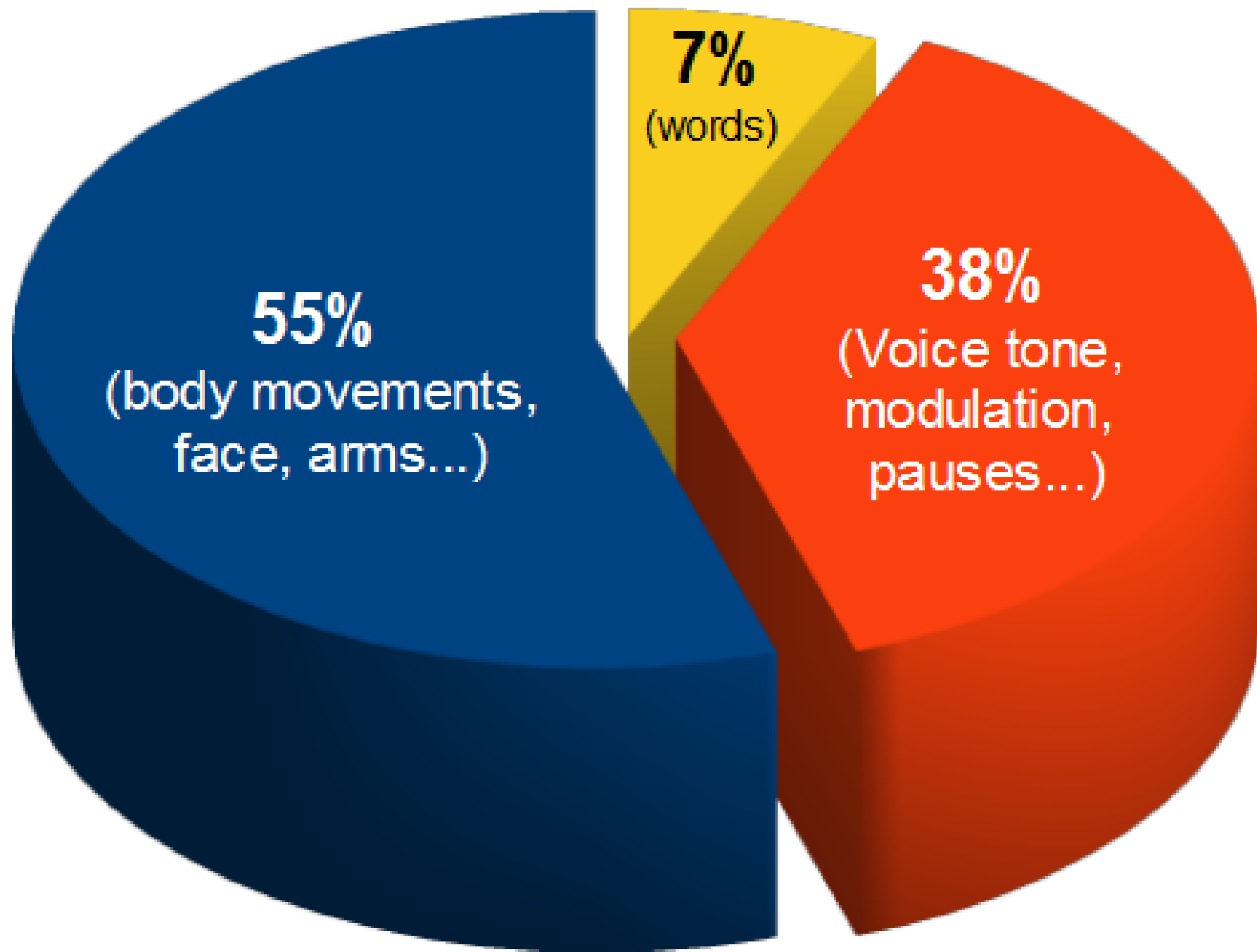
**Not-so-dedicated
Row**

Dr. Albert Mehrabian's 7-38-55% Rule

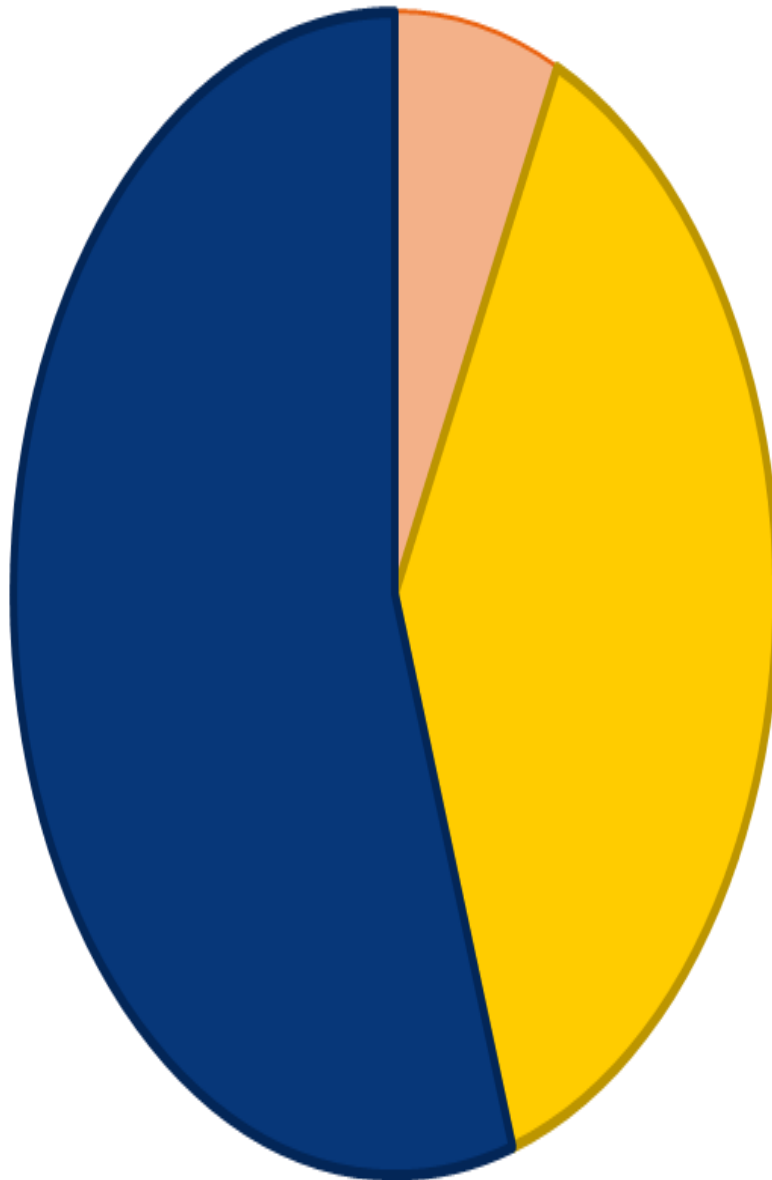
Elements of Personal Communication

- 7% spoken words
- 38% voice, tone
- 55% body language





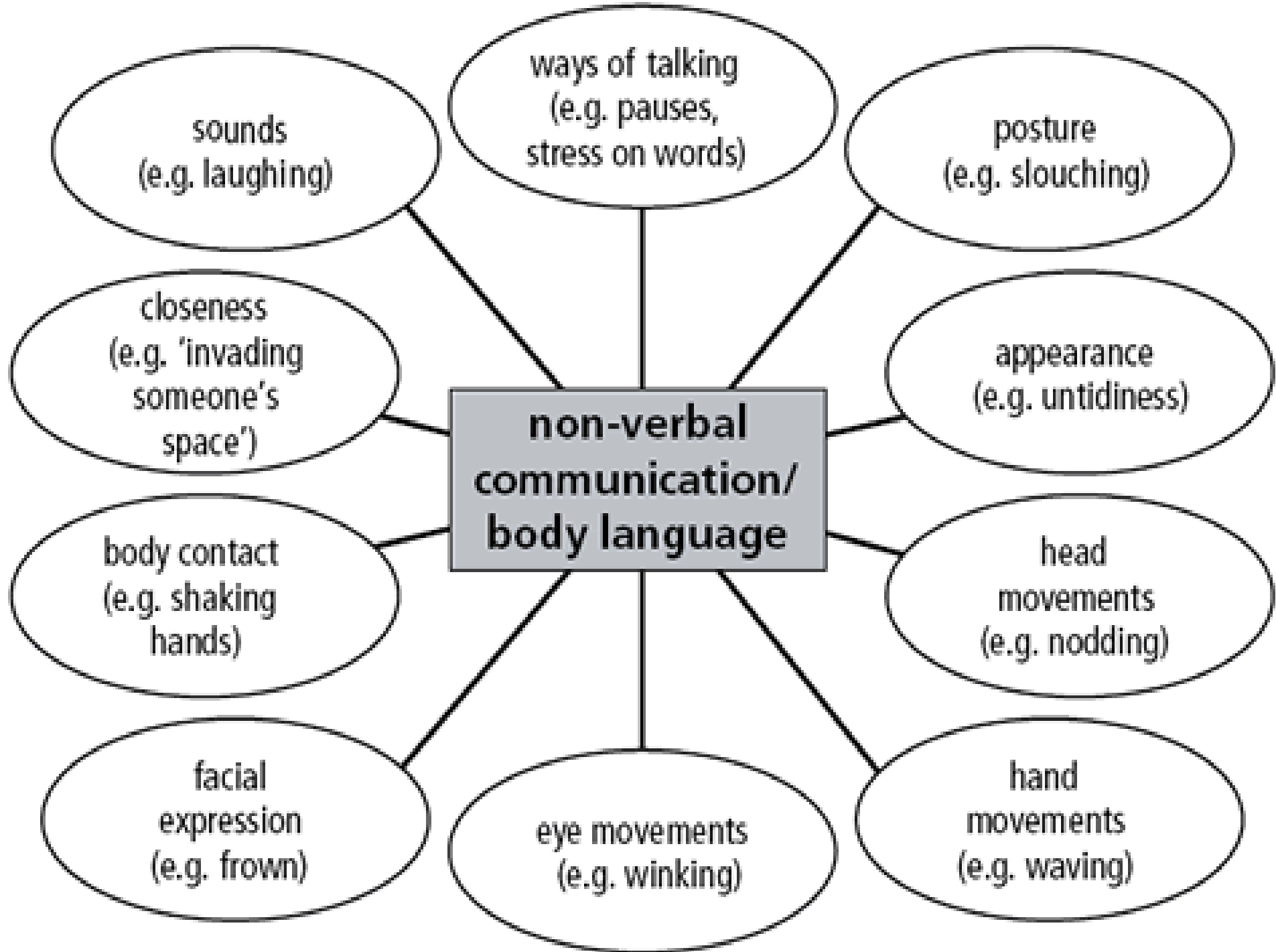
Communication Impact

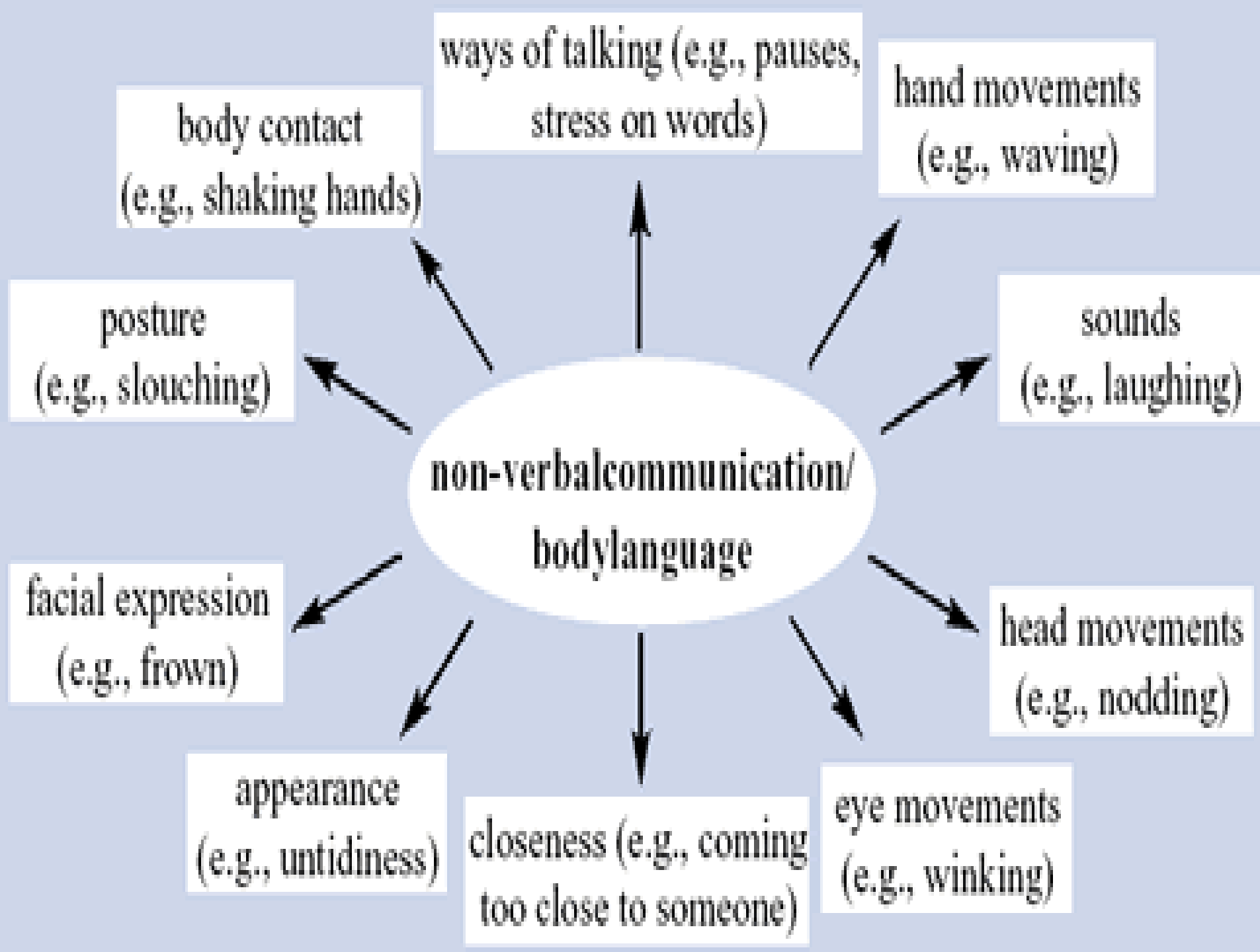


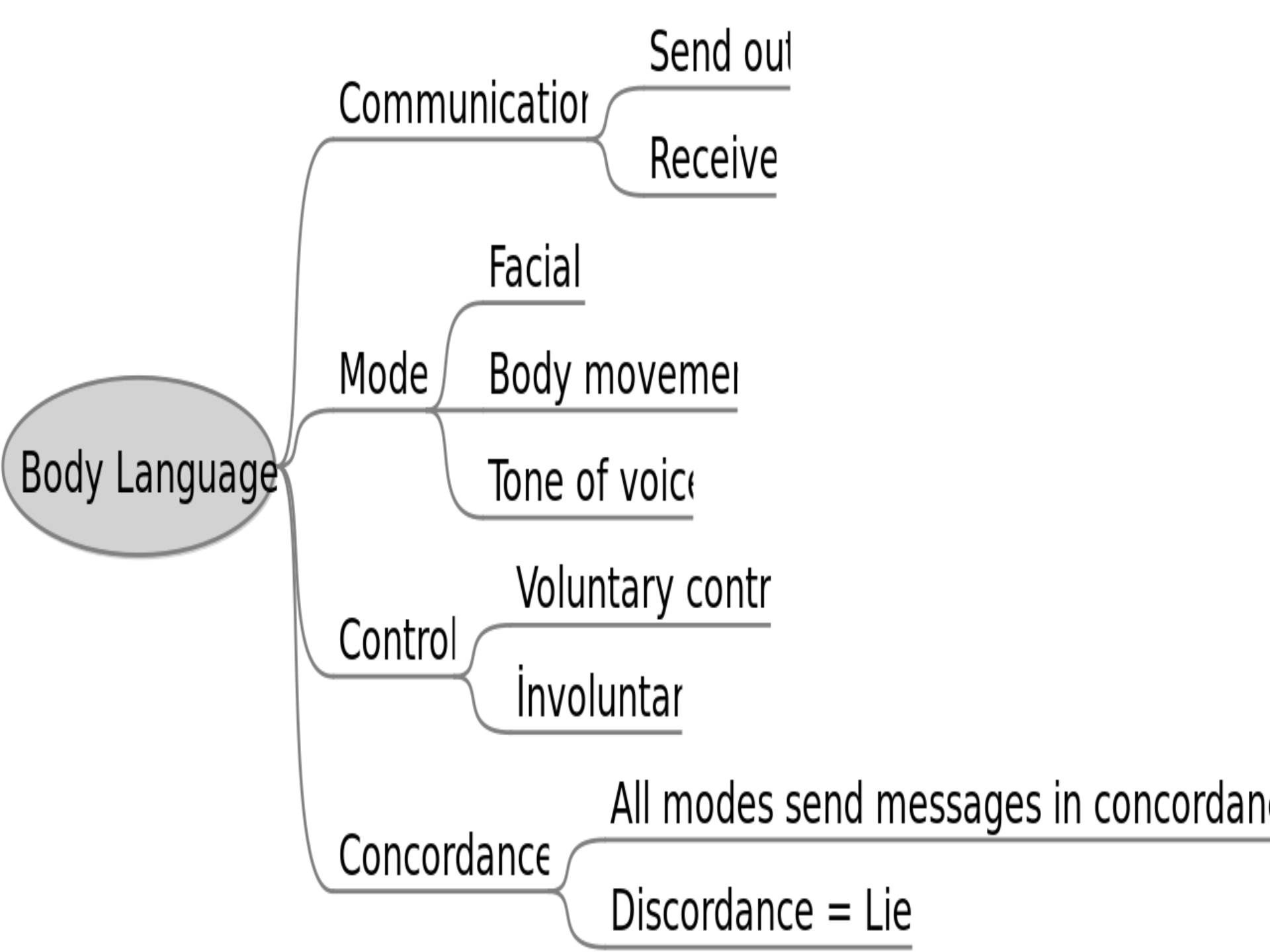
■ Verbal 7% (words)

■ Vocal 38% (volume, pitch, rhythm)

■ Body Movements 55%
(facial expressions, posture)







BODY LANGUAGE

Non-Verbal Communication

- *Body language comes in clusters of signals and postures, depending on the internal emotions and mental states.*
- *Non-verbal communication includes facial expressions, eye contact, tone of voice, body posture and motions, and positioning within groups.*
- *It may also include the way we wear our clothes or the silence we keep.*

Have you ever heard anyone say, "His actions spoke so loudly, I couldn't hear what he said?"

Body Language Speaks Volumes

Body language plays an extremely important part of sending an effective message. A famous study found that 93% of a message is conveyed through body language and tone of voice.

People will believe the non-verbal message you send more than the words you say.

Be sure your words and body language say the same thing so you don't send mixed messages.



Words (7%)



Tone of Voice (38%)



Body Language (55%)

YOUR BODY LANGUAGE
IS TERRIBLE. IT'S SO
NEGATIVE AND UNCONFIDENT

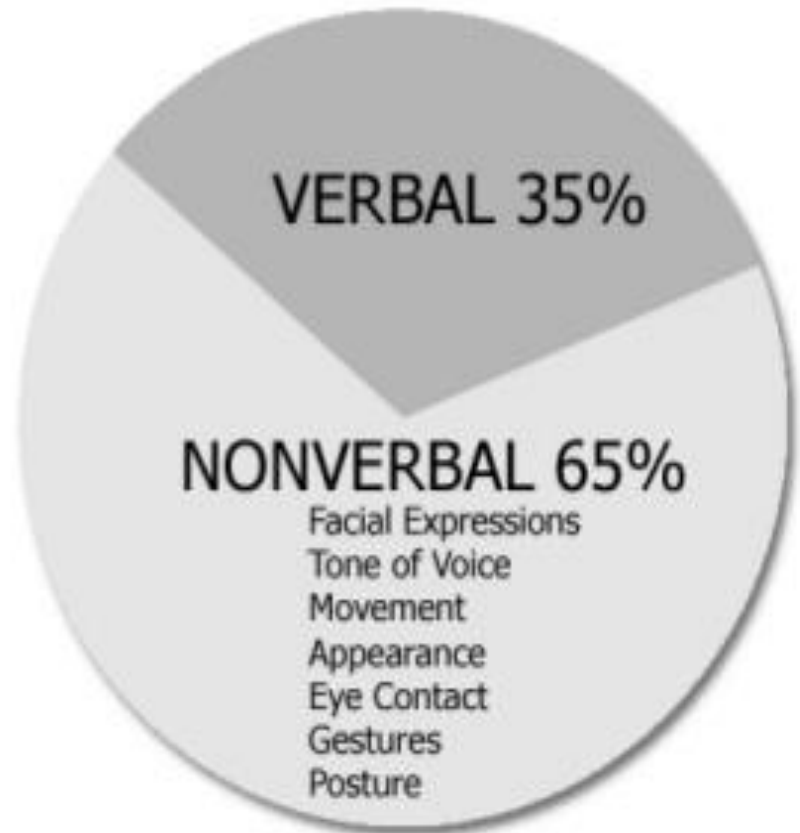


HOW'S THAT FOR
BODY LANGUAGE?



Types of body language

- **Eye contact**
- **Face**
- **Posture**
- **Hand Gestures**
- **Personal space**
- **Body contact**

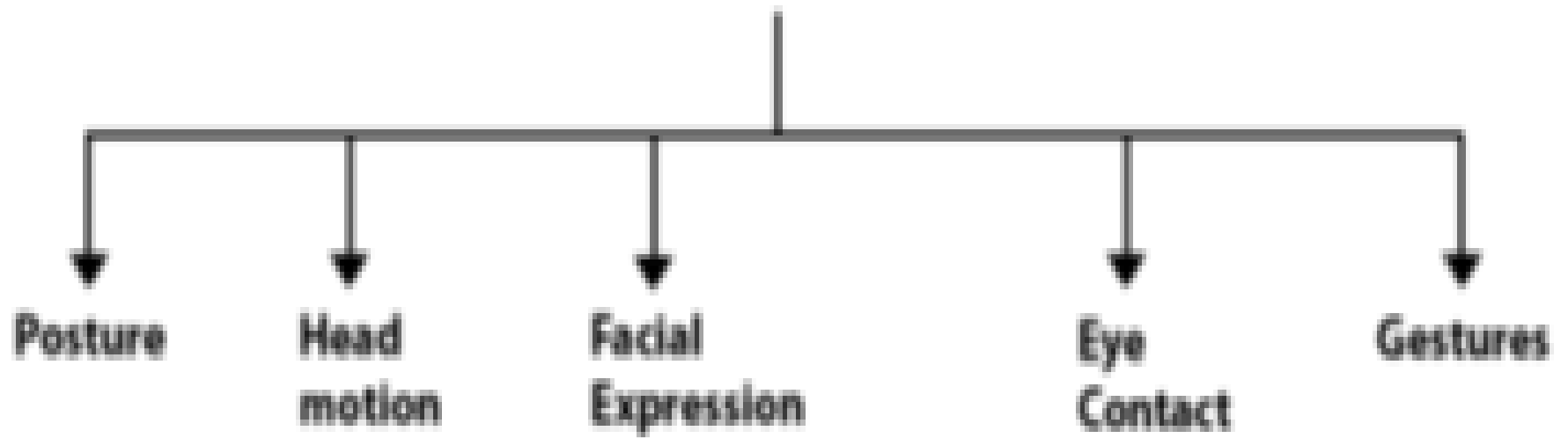




BODY LANGUAGE



Body Language



Body language: Meaning

Language transmitted by gestures and postures

- How you stand
- How you move
- How you appear to people
- How you look at people
- How you sound.



Strong Body Language

A Superhero's Real Source of Power

STRONG BODY LANGUAGE

The power of superheroes is communicated through depictions of strong body language.

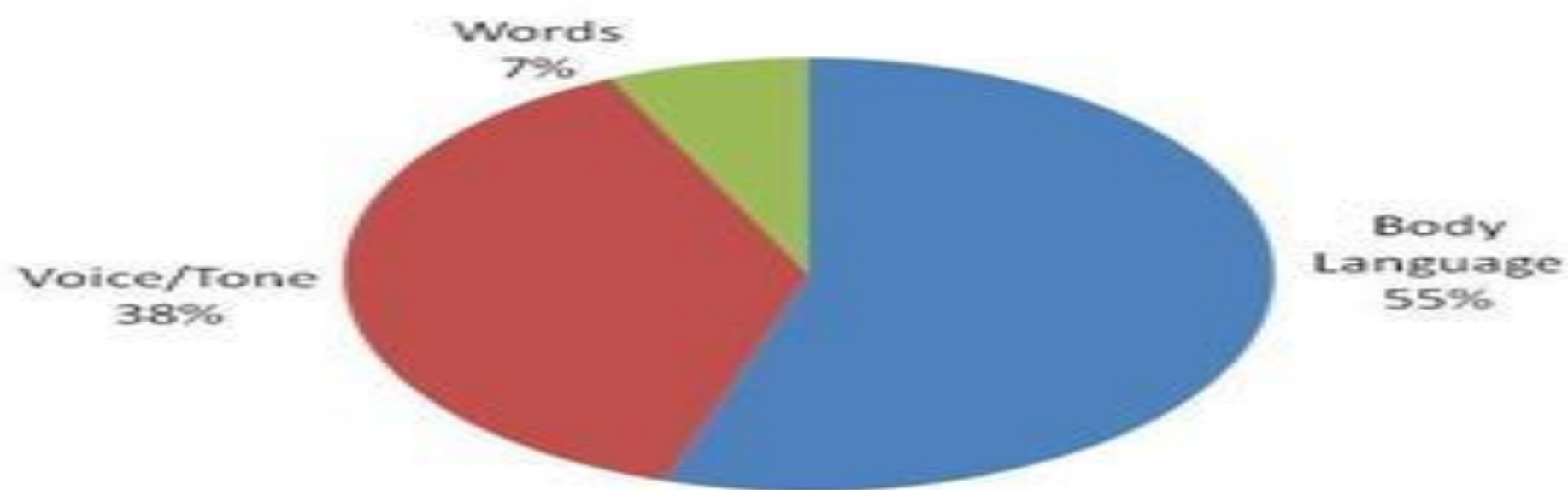
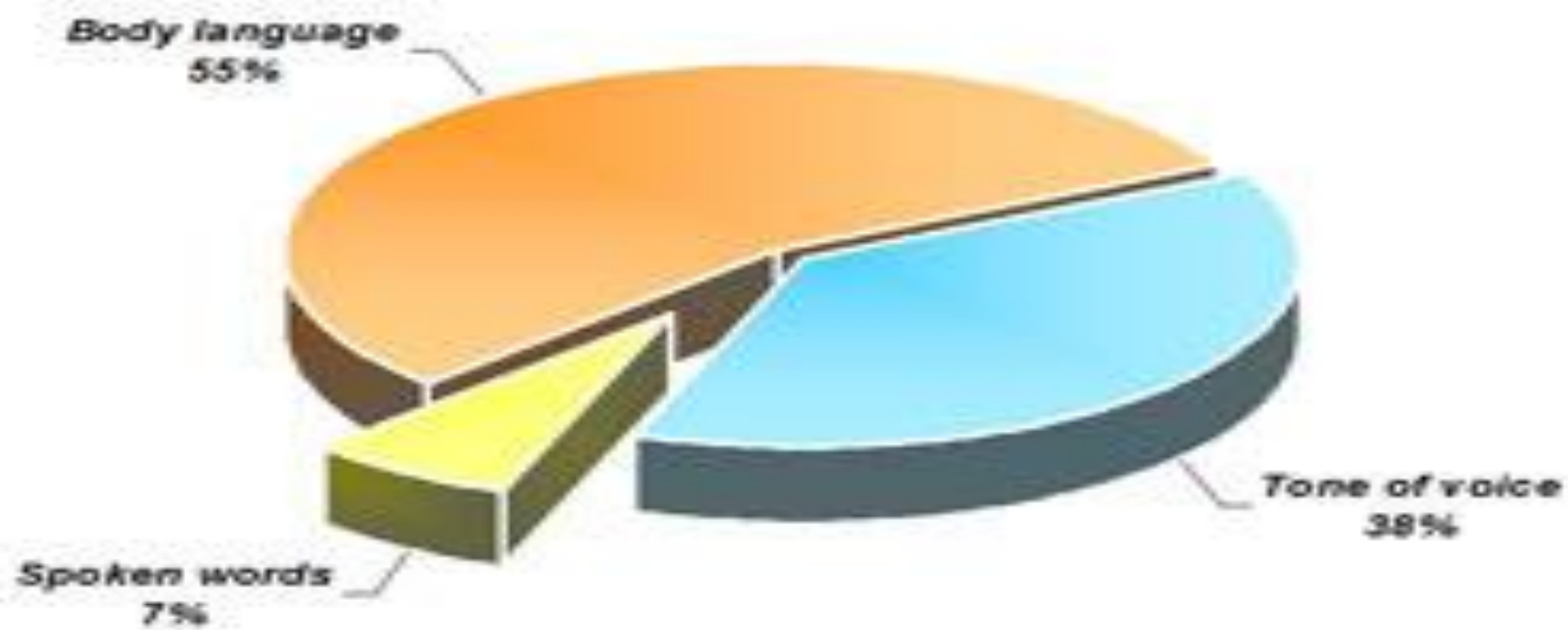
NOTICEABLE PRESENCE

Strong body language emits a noticeable presence.

COMMUNICATE CONFIDENCE

Strong body language communicates confidence, which translates well into perceived persuasiveness.





Communication

- The process of sending and receiving messages in which 2 or more people achieve understanding.
- 10% words
- 40% voice expression
- 50% body gestures

Body language is the language that the body speaks to the eyes



rather than tongue speaking to the ears!



Conflict Resolution

Body language to avoid conflict

- Keep your body relaxed and open
- Use open hand language
- Breathe deeply and calmly
- Respect personal space
- Be aware of your facial expressions
- Avoid making sudden movements
- Don't stare

Non matching behaviour is when your body language contradicts what you say

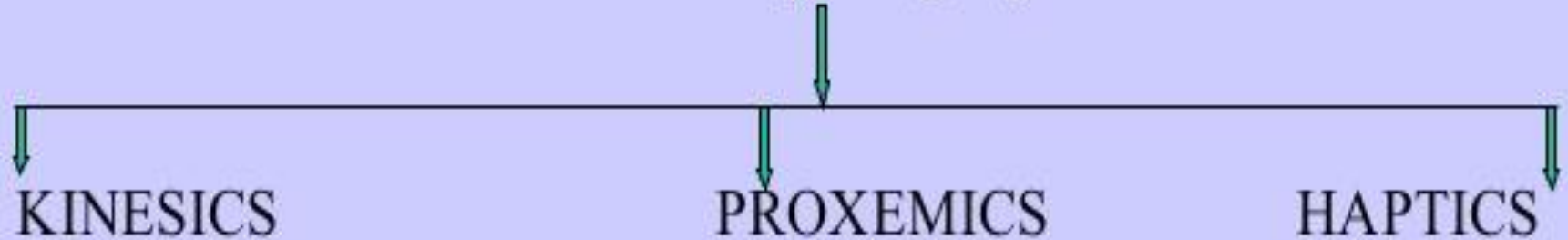


Body Language

- According to Dr. Berne, one must look at *how* the words are being delivered (accents on particular words, changes in tone, volume, etc.) as the *non-verbal signs* accompanying those words (body language, facial expressions, etc.).
- Transactional Analysts will pay attention to all of these cues when analyzing a transaction and identifying which ego states are involved.



Body Language



Five types of body language:

- eye contact
- facial expression
- gestures
- posture and stance
- space relationship

Body language - territory

- **Territory** focuses on how you use space. It is also called proxemics.
- The perception of territory differs by culture. Most Americans are comfortable with an individual space that is about an arm's length in diameter

What message are you sending if you keep moving closer to a person who is backing away from you?

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.



BODY LANGUAGE

VS

PARALANGUAGE



Dominance

Submission

Happiness

Sadness

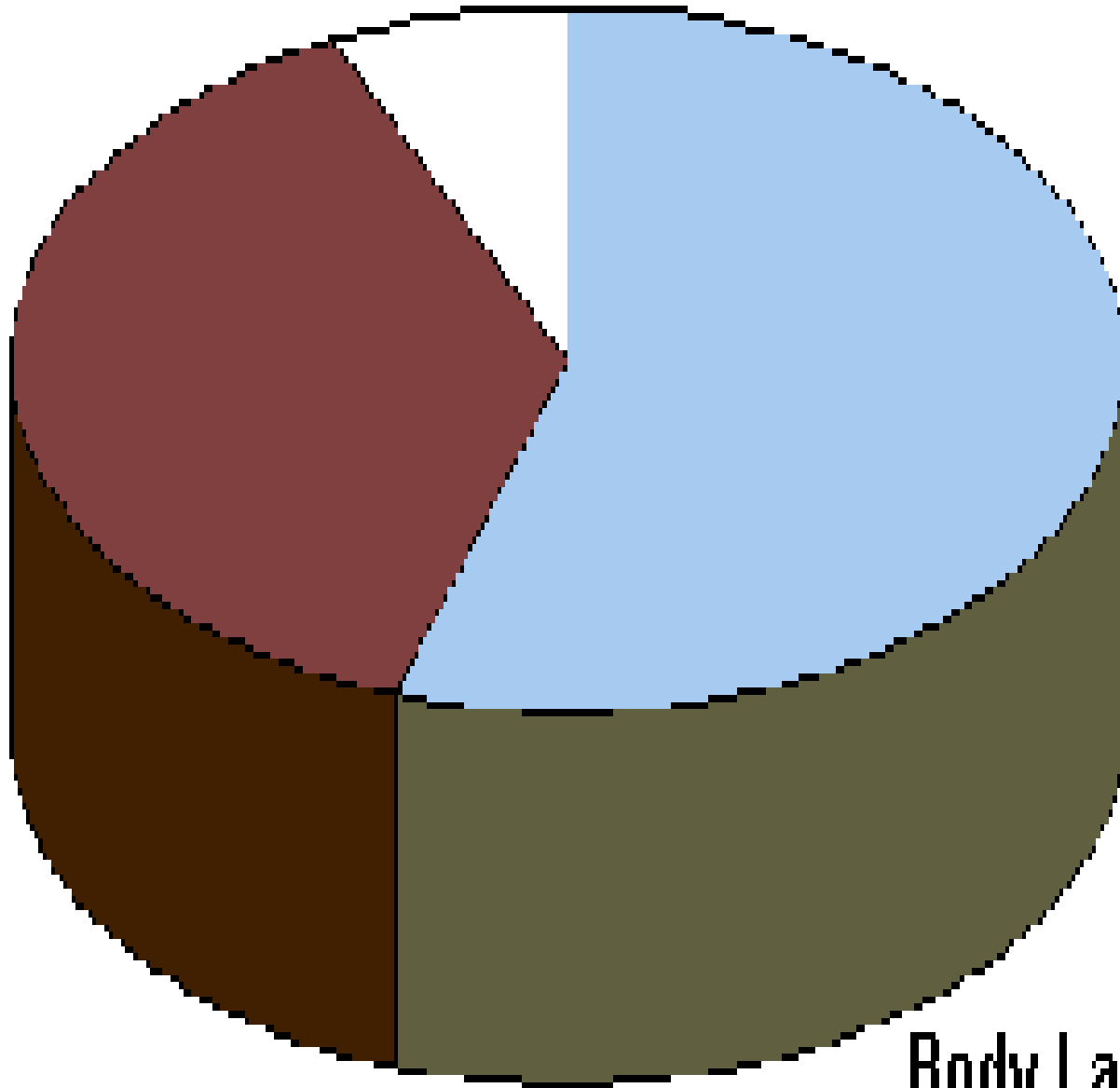
Paralanguage

The way in which you say words;
volume, pitch, speaking rate, voice quality

What they say 7%

How they
sound 38%

Body Language 55%



Say What You Mean:



Using Body Language
to Send a Message



People take in information through five senses

**But not all of
them are equal:**



BODY LANGUAGE: NON-VERBAL
MEANS OF COMMUNICATION

HOW TO READ BODY LANGUAGE

1. Raised eyebrows often signal discomfort.

2. If their voice goes up or down, they're most likely interested.

3. Eye contact shows interest — both positive and negative.

4. But if they look into your eyes for too long, they might be lying.

5. Crossed legs are usually a sign of resistance and low receptivity.

6. If they mirror your body language, the conversation is likely going well.

7. Look for a lack of crinkles around the eyes to detect a fake smile.

8. If they're laughing with you, they're probably into you.

9. Expansive, authoritative postures show leadership.

10. A shaking leg signals a shaky inner state.





HOW TO **IMPROVE** YOUR **BODY LANGUAGE**



Visualize yourself the way
you want yourself to be



Lean, but don't overdo it



Steeple your hands



9 HORRIBLE BODY LANGUAGE HABITS THAT ARE HARD TO QUIT

1. Fidgeting.



2. Playing with your hair.



3. Adopting a defensive pose.



4. Shuffling instead of walking.



5. Forgetting to smile.



6. Appearing distracted.



7. Slouching.



8. Nonexistent or aggressive eye contact.



9. Mismatching verbal and non-verbal communication.



Body language

Defensive



Arrogance



Annoyed



Are you being defensive? - I don't think so!

Irritated



Happy



Confused



Worried



Body language examples (Tape)

facial expressions



hands



movement



posture



listening/considering



making a point



not formal enough



COY

CONFIDENT



COCKY

DISGUST



DOUBT
OR
WORRY

SNEAKY



DEFEATED
OR
CONTEMPLATIVE

DEFENSIVE

SCARED



SHOCK

DISINTEREST
OR
BOREDOM



REMIX WITH YOUR OWN EXAMPLES!

Body Language	Description
Crossed arms	Closed to influence, habit, defensive. Depending on the circumstance, crossed arms may represent a protection barrier. Prominent behaviour when subordinates feel threatened by figures of authority. Can also indicate mild boredom, loss of interest or animosity.
Generally looking Right	Creating, storytelling, lying. Related to imagination and creativity.
Generally looking Left	Recalling, retrieving facts. Related to accessing memory in the brain.
Arms behind the neck	Arrogant, attentive. Open to what's being said; waiting to state their opinion.
Steady, fixed eye contact	Attentive, attraction, interest. Direct eye contact tends to indicate focused interest, attention and openness to message.
Widening Eyes	Interested, engaged. Generally indicated interest in something and someone and often invited a positive response.
Biting lip	Holding back. May be a signal of tension or stress, which can be due to high concentration, but more likely to be anxiousness.
Hand clamped over mouth	Suppression, holding back, shock. Often an unconscious gesture of self-regulation - stopping speech for reasons of shock or embarrassment.
Laughter	Relaxation. Although there are many different contexts regarding laughter, genuine laughter is a sign of relaxation.
pasted smile	Fake smile. Smile which appears quickly, fixed on the face longer than a natural smile, and does not extend to the eyes indicates a forced agreement to restrained annoyance.
Lack of eye contact	Uncomfortable, distracted, lying, guilty. Looking side to side during a conversation can be indicative of someone who is nervous, thinking of something else, uncomfortable or with little confidence.
Nail biting	Frustration, suppression, self-comforting. This action is an inward-directed channel of fear and suppression. Over time, the action becomes a comforting habit, typically prompted by fear or suppression.
Matched non-verbals with yours	Rapport. When the person you are communicating with has matched favourable body language characteristics, this indicates that they feel a rapport with you.

CONFIDENT BODY LANGUAGE (in Hindi)



Power Posing:
Gain Power through
Body Language

Amy Cuddy
Harvard Business
School





BODY LANGUAGE AND DANCING

Watch body language

If you pay careful attention to the body language of your students, quite often they will communicate understanding or a lack of understanding through their body language.

BEYOND WORDS



We all speak “Body Language”, do we know how to read it?



VS

Words

Head Motion

Facial Expression

Eye Contact



sadness

- ① drooping upper eyelids
- ② losing focus in eyes
- ③ slight pulling down of lip corners



anger

- ① eyebrows down and together
- ② eyes glare
- ③ narrowing of the lips



disgust

- ① nose wrinkling
- ② upper lip raised



contempt

- ① lip corner tightened and raised on only one side of face



surprise

- Lasts for only one second:
- ① eyebrows raised
 - ② eyes widened
 - ③ mouth open



fear

- ① eyebrows raised and pulled together
- ② raised upper eyelids
- ③ tensed lower eyelids
- ④ lips slightly stretched horizontally back to ears

Face



Placing an object in the mouth





This woman is in her thoughts



She is remembering sounds



She is remembering feelings



She is remembering images



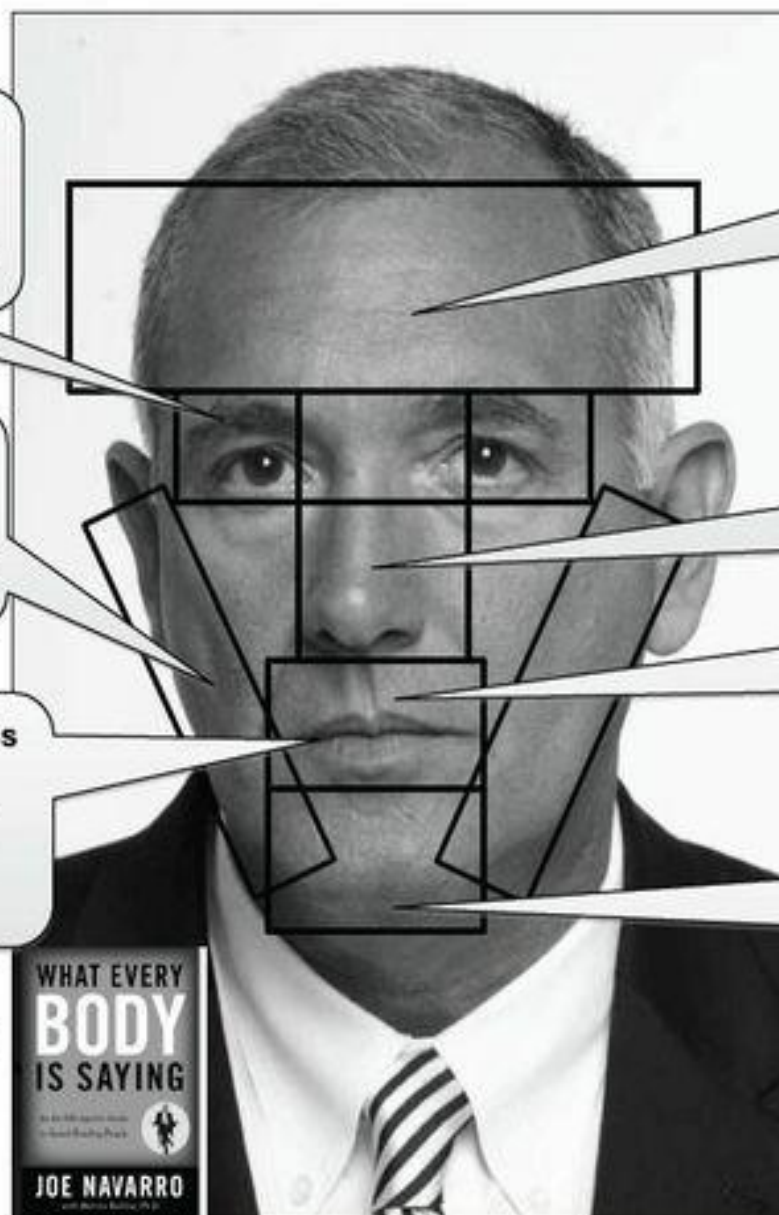
FACIAL EXPRESSIONS

Facial expressions reflect emotion, feelings and attitudes





Dissecting the Face



Tension / Dislike / Concern

Relaxed or tense orbits,
Squinting, pupil constriction,
rapid blink rate

Tension / Displeasure

Tightening of jaw muscles
throbbing or excessive chewing

Concern / Tension / Nervousness

Lip tension, disappearing or
compressed lips, quivering,
pacifiers

Anxiety / Concern

Furrowing Forehead,
Worry Lines

Dislike / Disdain / Displeasure

Nose crinkling, flaring nostrils

Tension / Anxiety

Look for sweating

Disdain – look for upper lip
to pull up

Confidence / Nervousness

Look for: chin out, down,
quivering – Jaw shifting

From *“What Every Body is Saying”*
By Joe Navarro

www.jnforensics.com

WHAT EVERY
BODY
IS SAYING

JOE NAVARRO

 @Navarrotells

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FACIAL EXPRESSIONS....



SERIOUS



ANGER



HAPPINESS



DISAPPOINTMENT



SURPRISE



SADNESS

LEFT
Constructed images

RIGHT
Remembered images

visualizing
constructing or
imagining visually
lying

visualizing
remembered
images

auditory
constructing sounds
"Does it sound right"

auditory
remembering
sounds

kinesthetic
checking out
feelings

kinesthetic
having internal
dialogue



Straight ahead
Visualization

Eye positions as looking at another person



Eye contact

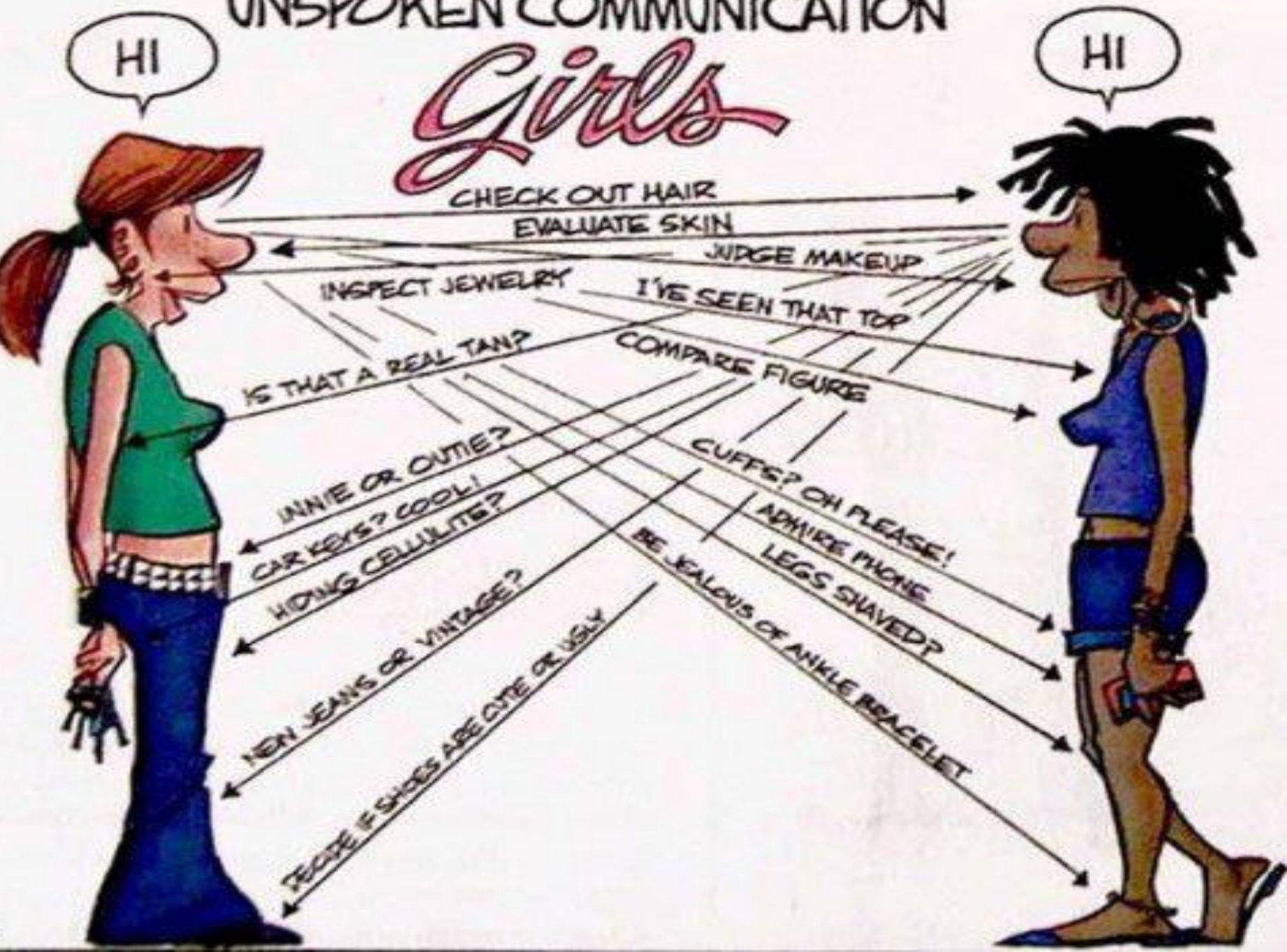
“Eyes are so transparent that through them one sees the soul.”

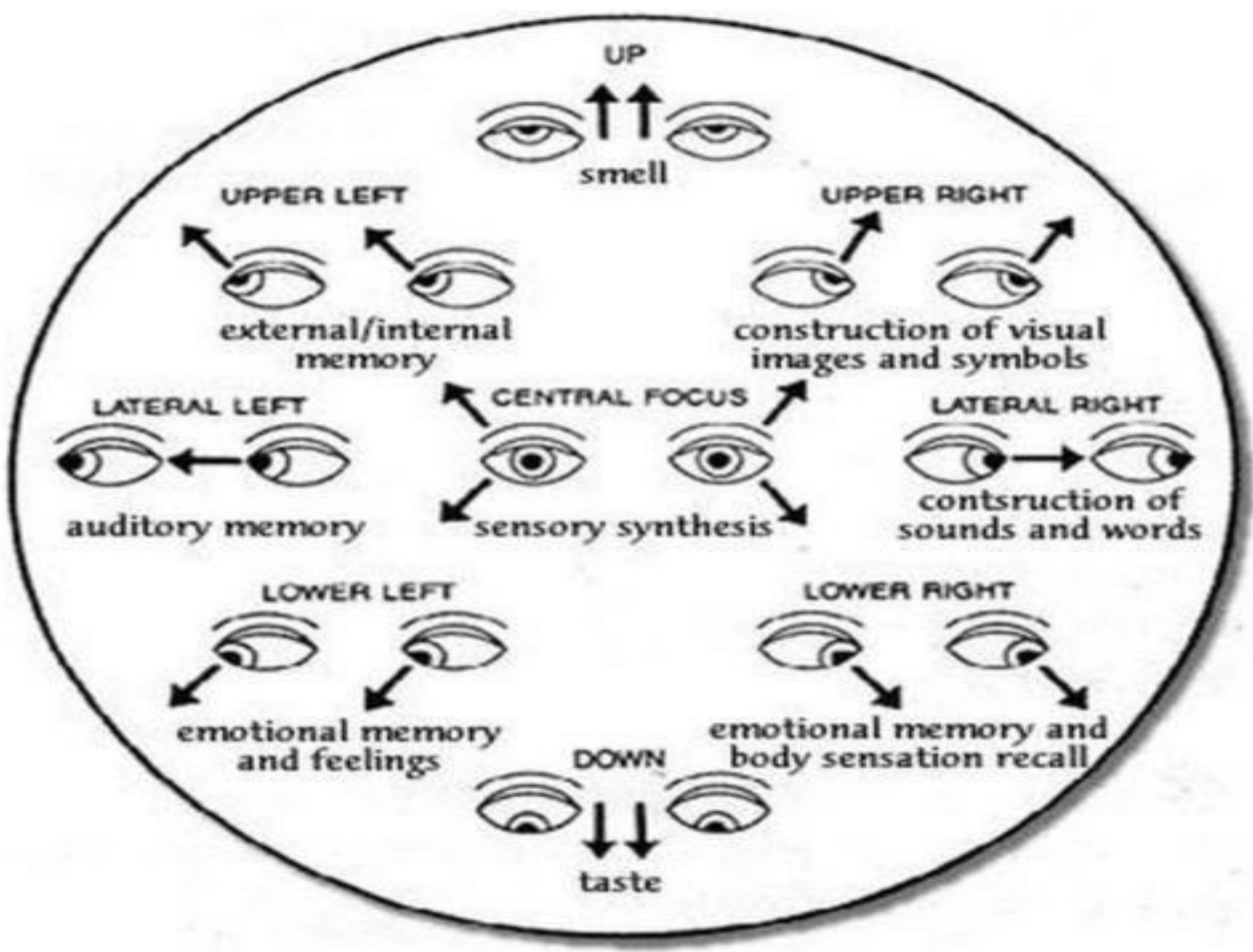
- Speaking information
- Showing attention and interest
- Inviting and controlling interaction
- Domineering, threatening, influencing others
- Providing feedback during speech
- Revealing attitudes



UNSPOKEN COMMUNICATION

Girls







Visual imagined



Visualization
(Visual imagined -
if eyes are defocused)



Visual Remembered



Auditory imagined

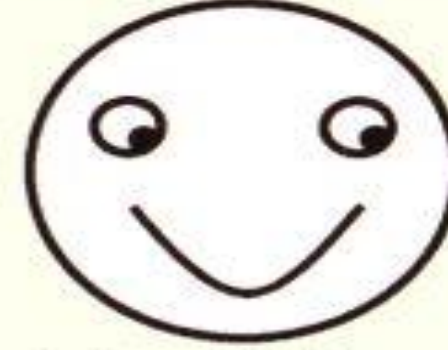


Auditory remembered



Sensory access

The eye positions are shown
as they would be seen by an
observer.

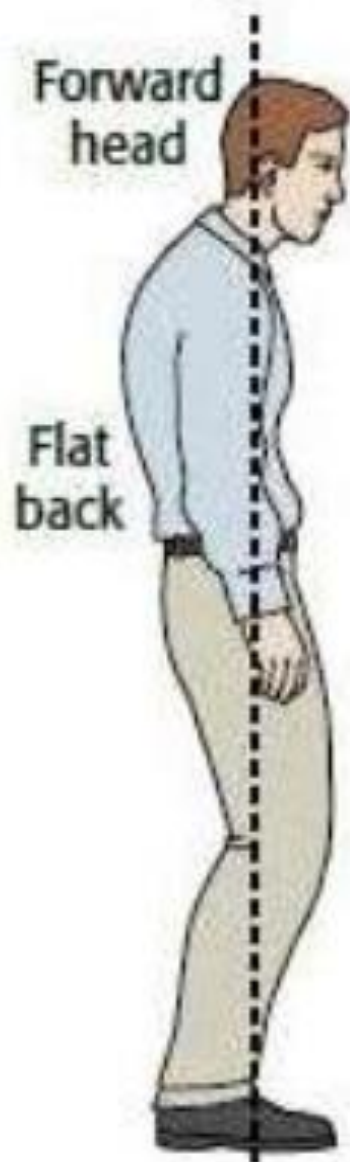


Internal dialogue
(self-talk)

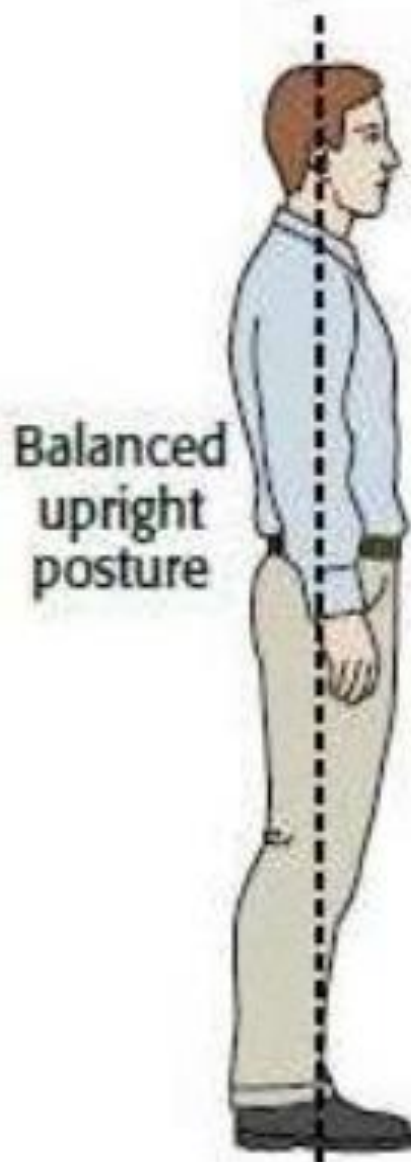
Basic Eye Accessing Cues chart

Posture

Poor posture



Good posture



Poor posture





1. Lateral Recline



2. Introversion



3. Strain



4. Rest



5. Reflexion



6. Anconeus



7. Reactivity



8. Statement



9. Scar



10. External Rotation



11. Thought



12. Genesisiology



13. Intransection



14. Exploration



15. Thrust



16. Medallion



17. Inversion



18. Meditation



19. Twist



20. Prone Repose



21. Stance



22. Base



23. Excursion



24. Sentient-Sentinel



25. Illoversion



26. Fibrillation



27. Stretch Sketch



28. Resolution



29. Retrosplinae



30. Serosa



32. Endoscopy Chakra Series



33. Endometriosis Book Illustrations
www.drsusan-evans.com



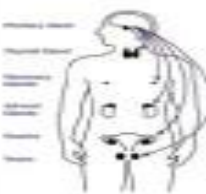
34. Skull Within the Golden Spiral



35. Brain Within a Hyperstereogram



36. Praxis



37. Endocrine Body

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



LEARN TO **READ** AND **INFLUENCE** PEOPLE THROUGH
NONVERBAL COMMUNICATION.



Body Language

How people stand could say a lot about what they're thinking and feeling

Arms Akimbo

Putting your hands on your hips with elbows out could say that you are displaying dominance, authority, or self-confidence.

Feet Facing Directly Towards Someone

Facing someone with feet forward could say that you are interested in what someone is saying.

Mirroring

Mirroring someone or imitating someone else's body language could say that you are interested in that person and also comfortable with their presence.

Shaking your Legs

Moving your legs a lot could say that you are nervous, impatient or anxious.

Lowering your Head

Lowering your head could say that you're ashamed of something, or that you're shy, or maybe hiding something, like the truth.

Power Posing



Arched Eyebrows

Raised Eyebrows could say that you are intrigued with what the person is saying.

Direct Eye Contact

Looking into a person's eyes could say that you are interested in what they are saying.

Blinking too much

Blinking your eyes too much could say that you are nervous or anxious.

Even how you sit could communicate a particular behavior. You could come across as being extremely confident and relaxed, or unsure and timid.



Squinting

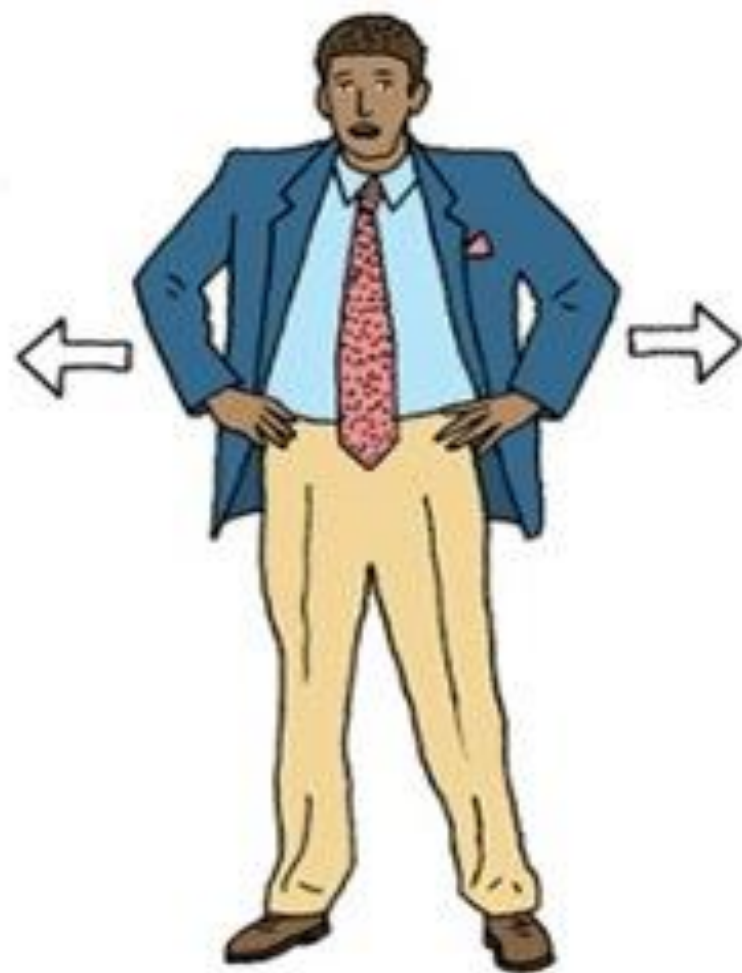
Squinting your eyes could say that you feel threatened or unhappy.

Arms Crossed

Crossing your arms in front of you could say that you are uncomfortable or defensive.



ARMS AKIMBO:



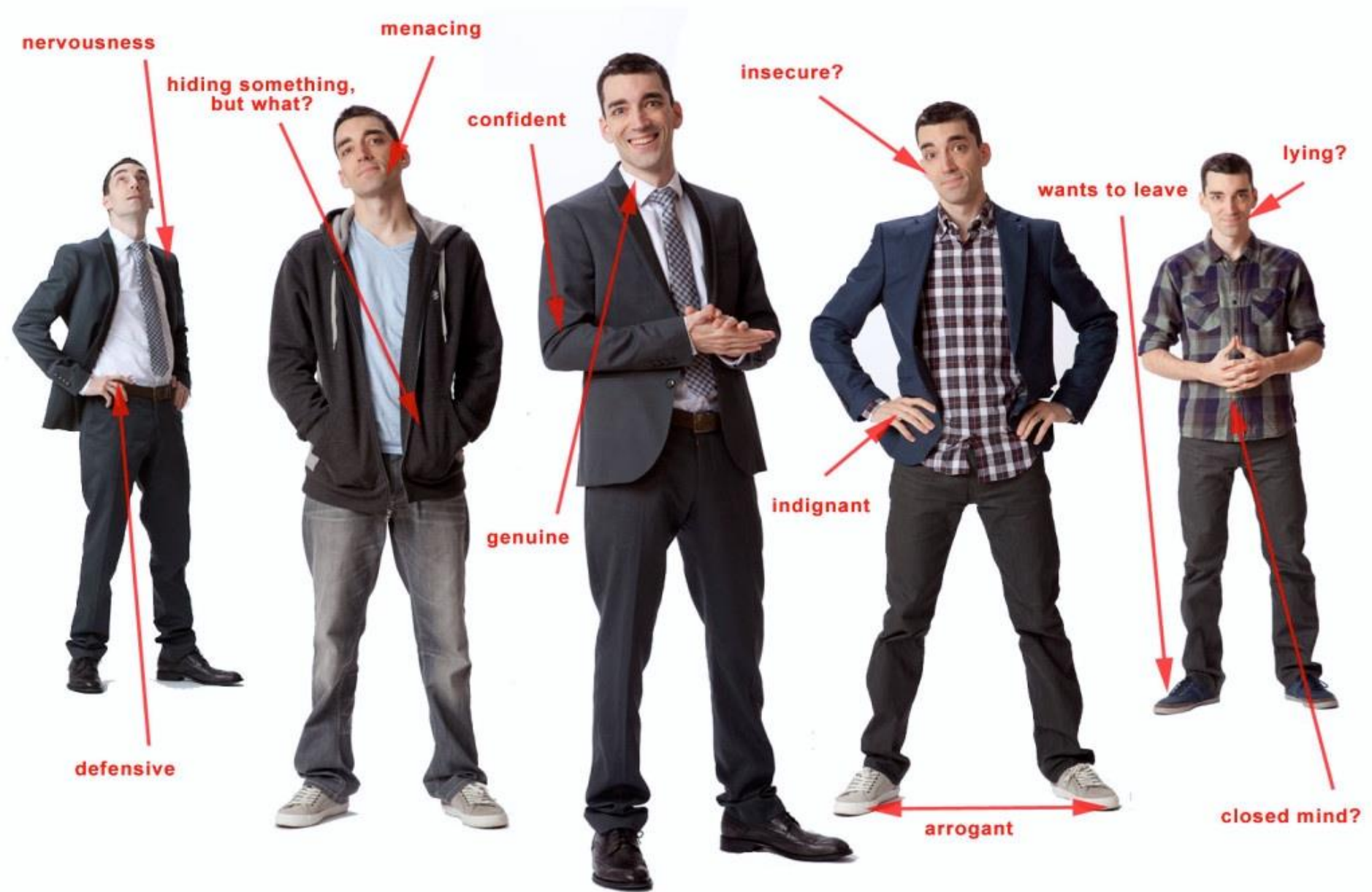
Establishes dominance or communicates there are 'issues.'

ARMS BEHIND THE BACK:



Says "don't draw near"
—keeps people at bay.

What Is Your **Hidden Language** Saying?



How to Read

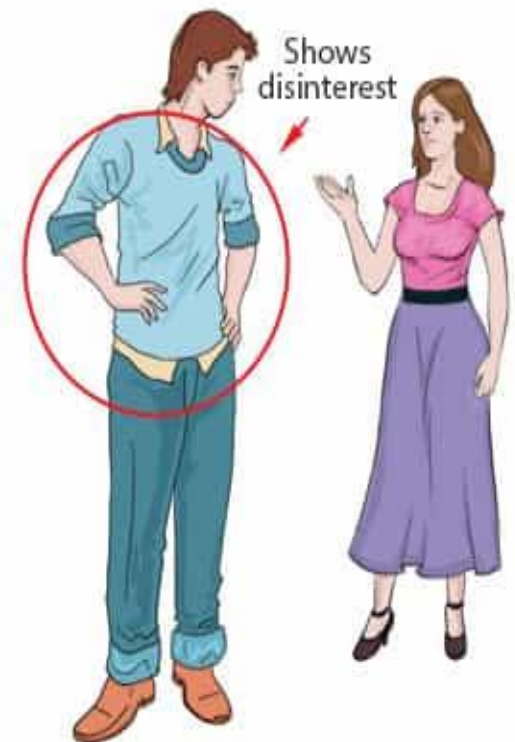
BODY LANGUAGE



CROSSED ARMS & LEGS



GESTURING WHILE SPEAKING



TORSO TURNED AWAY



MASSAGING FOREHEAD



TOUCHING NOSE



Grinning or smiling in some cultures could be interpreted as being pushy.



Nodding, to indicate yes, is not universal.



Don't point with your finger, it may be considered rude.



Don't do the OK sign; the gesture means different things in other cultures.



Be careful where you point your feet, and avoid pointing your toes or soles at another.

Gestures



Gestures

Gestures

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





**Defensive
standing
position**



Closed body and closed attitude



Open body and open attitude

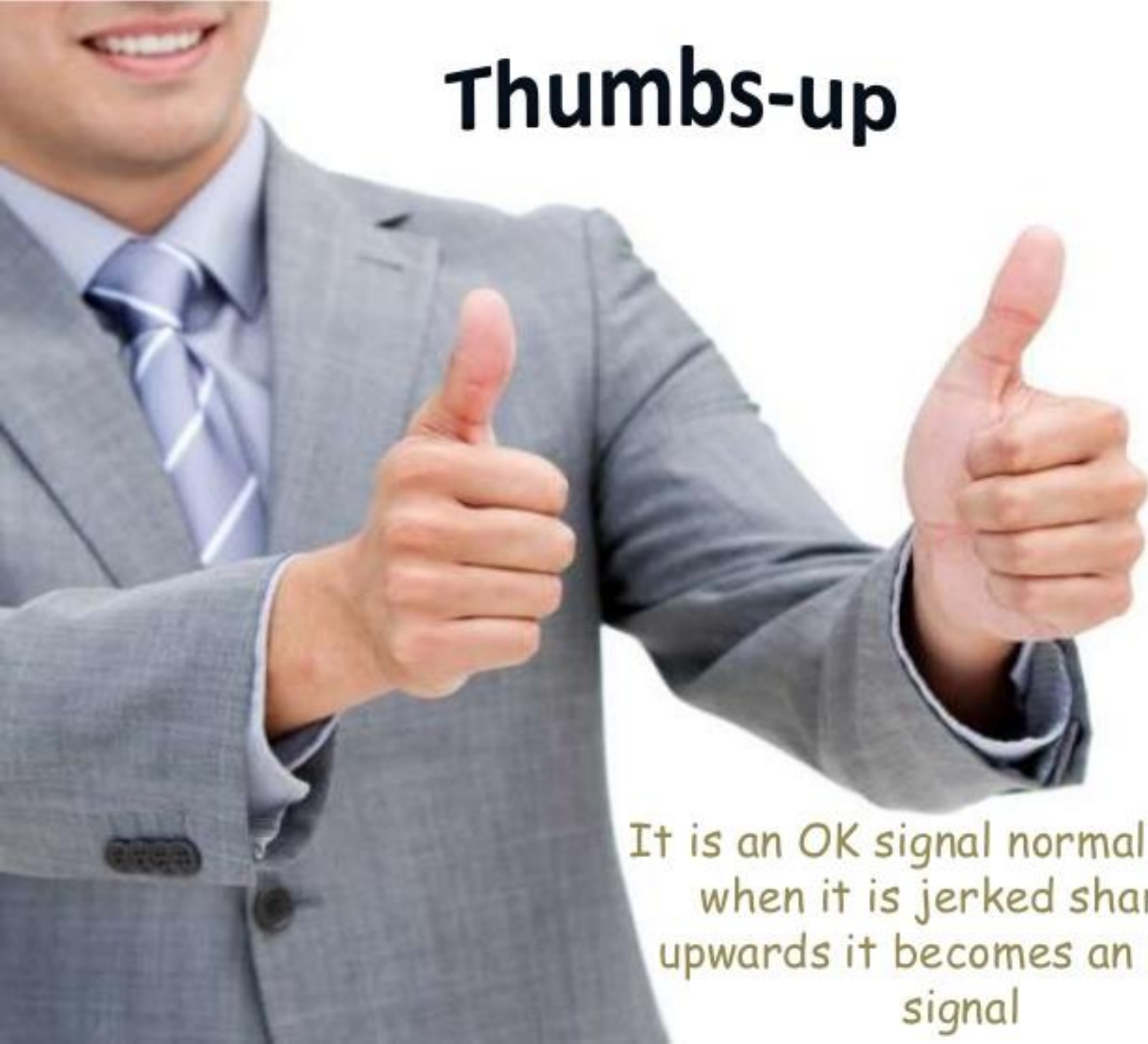
Bored



Interested



Thumbs-up



It is an OK signal normally, but,
when it is jerked sharply
upwards it becomes an insult
signal

Hand Clenching



This gesture can have several meanings:

- when clenched hands are held at chest level and against body, this is often indication of personal pleading**
- when clenched hands are at chin or chest but not next to body, this is signal of frustration or negativity.**



X Closed



✓ Open



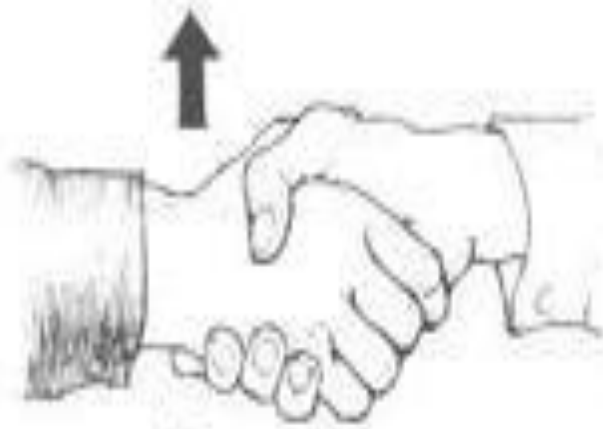




Taking the control



Giving the control



Shaking hands



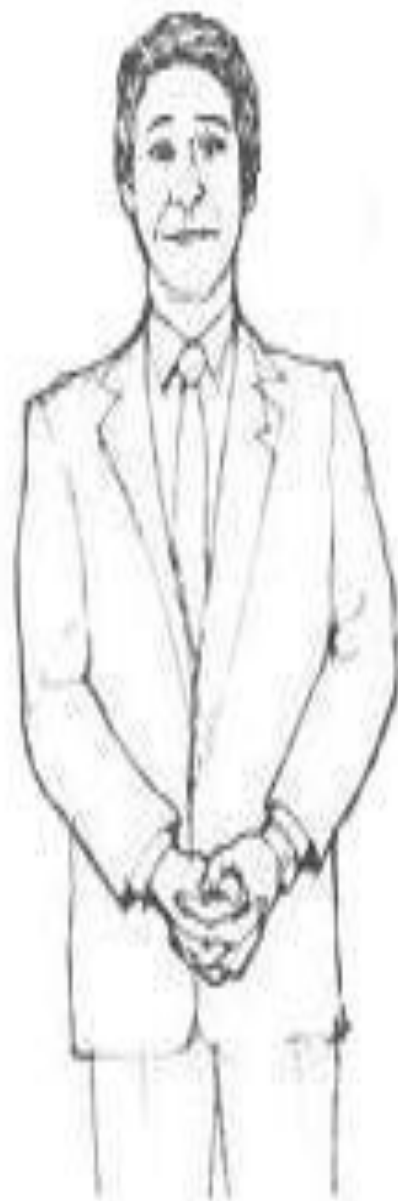
The Glove Handshake



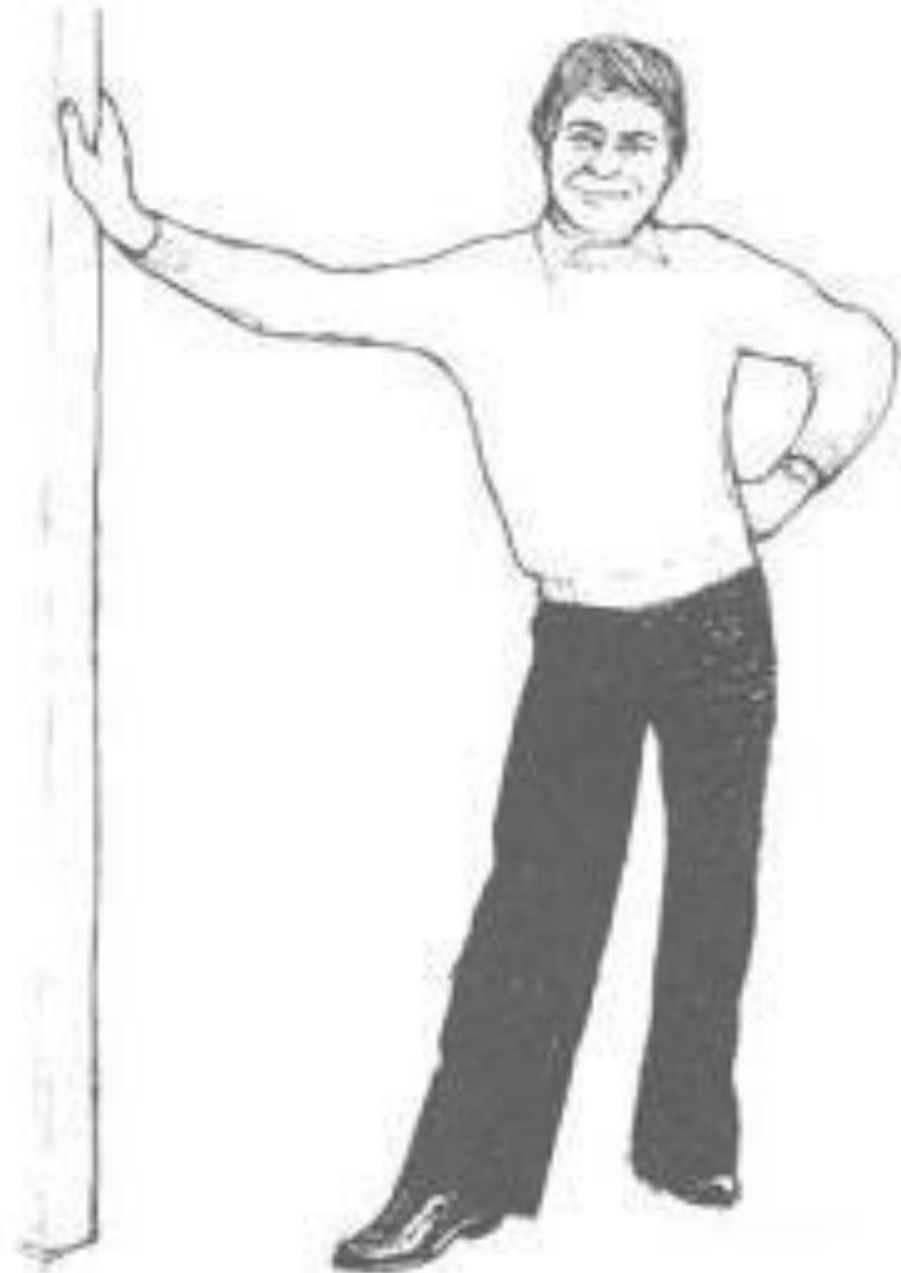
Hands clenched in
raised position



Hands clenched in
middle position



Hands clenched in
lower position



Gesture showing a pride of ownership



Pain in neck gesture



forgetfulness



Boredom Gesture



**Interested, Evaluation
Gesture**



Ready to proceed



Having negative
thoughts



Female chin stroking



Making decision



The dominant male



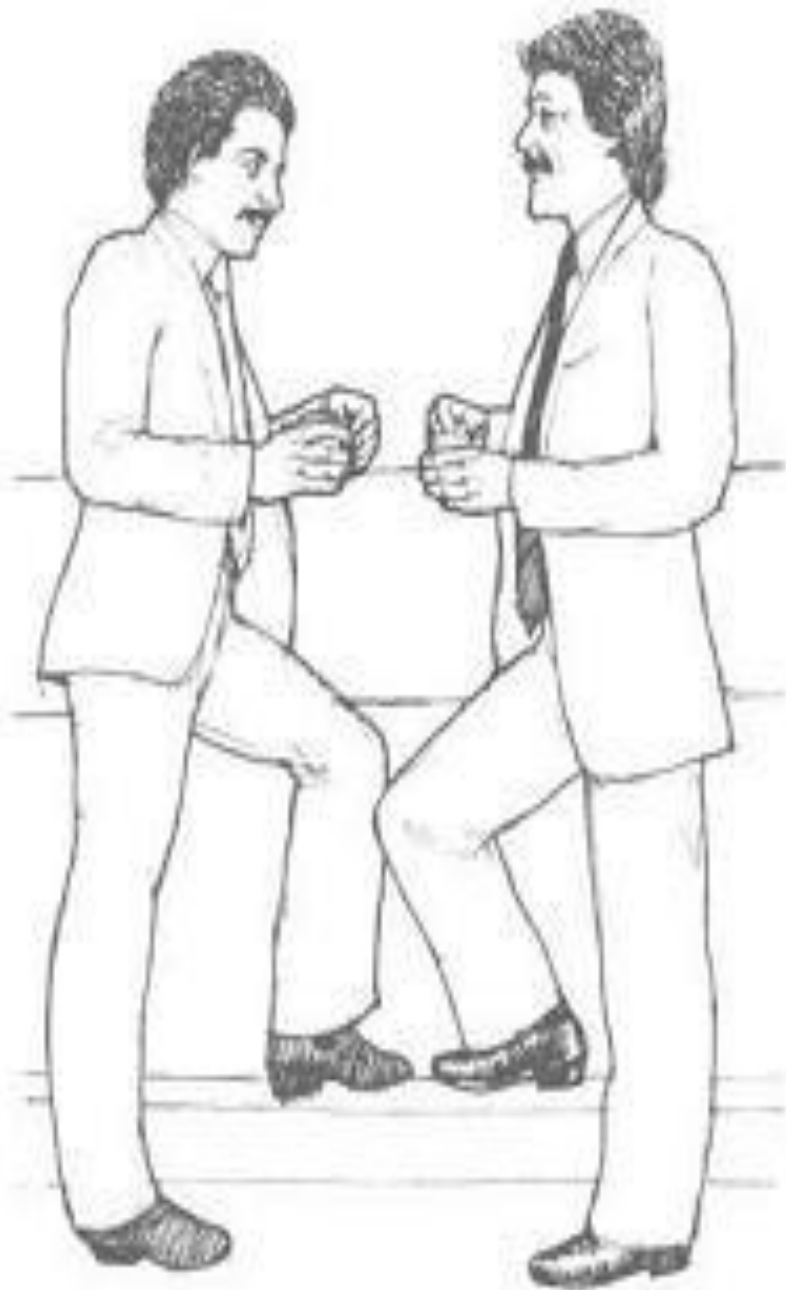
The dominant female



Disguised nervousness



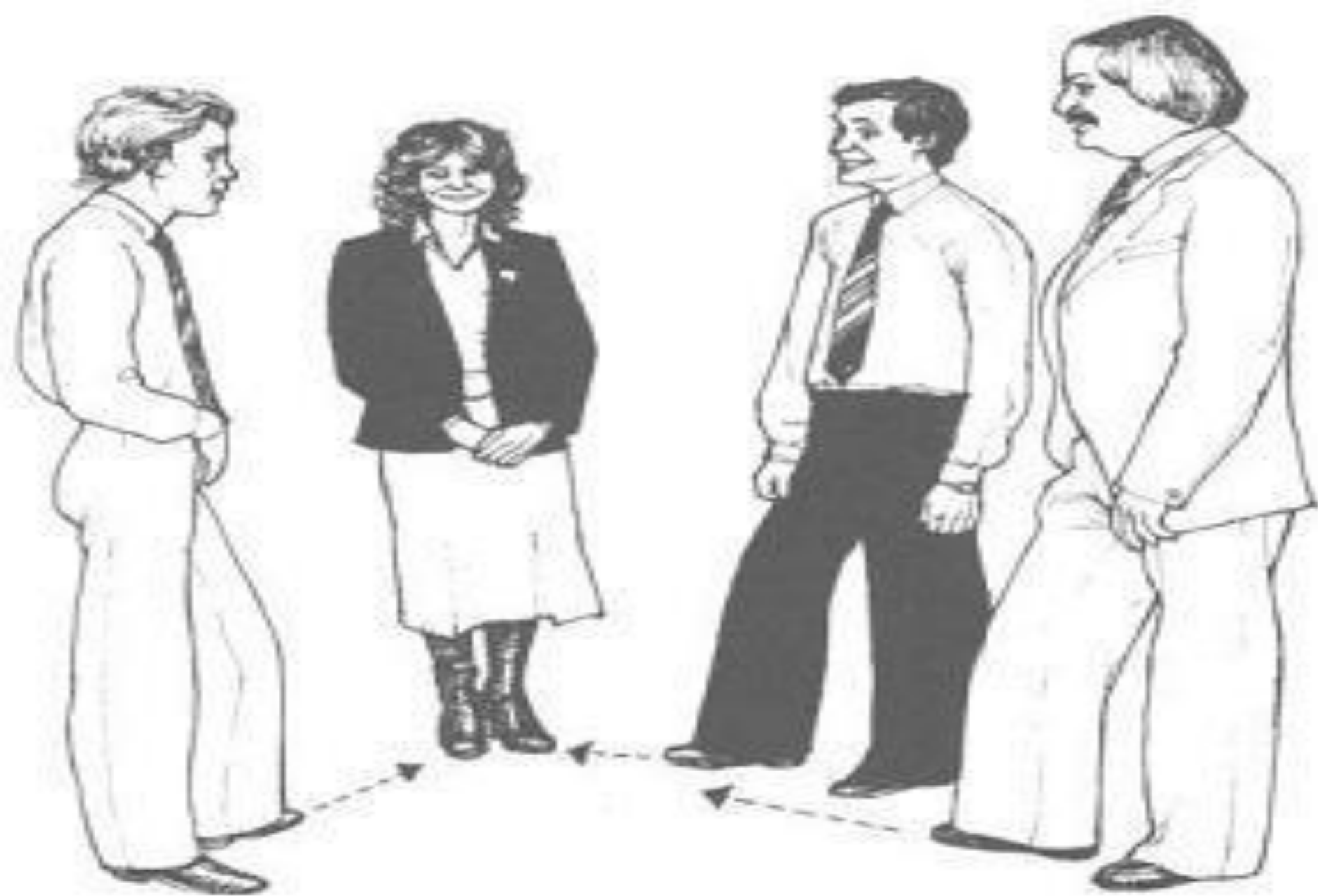
Handbag used to form a barrier



Thinking alike



Copying the other person's
gestures to gain acceptance



Feet signalling what's on the mind



Sizing each other up



Trouble brewing



Lack of concern



Claiming the ownership of the desk

Closed attitude



Welcoming attitude



High-Power Poses



Low-Power Poses





Smoke up:
Positive, Confident, Superior



Smoke down:
Negative, Suspicious

The body and feet position shows that these two are excluding a third person from their conversation.

The direction of the feet shows what's in the mind of their owners.





**Male version of
ankle lock**



**Female version of
ankle lock**



Superior attitude shown



The standard leg cross position

Body Language: GESTURES

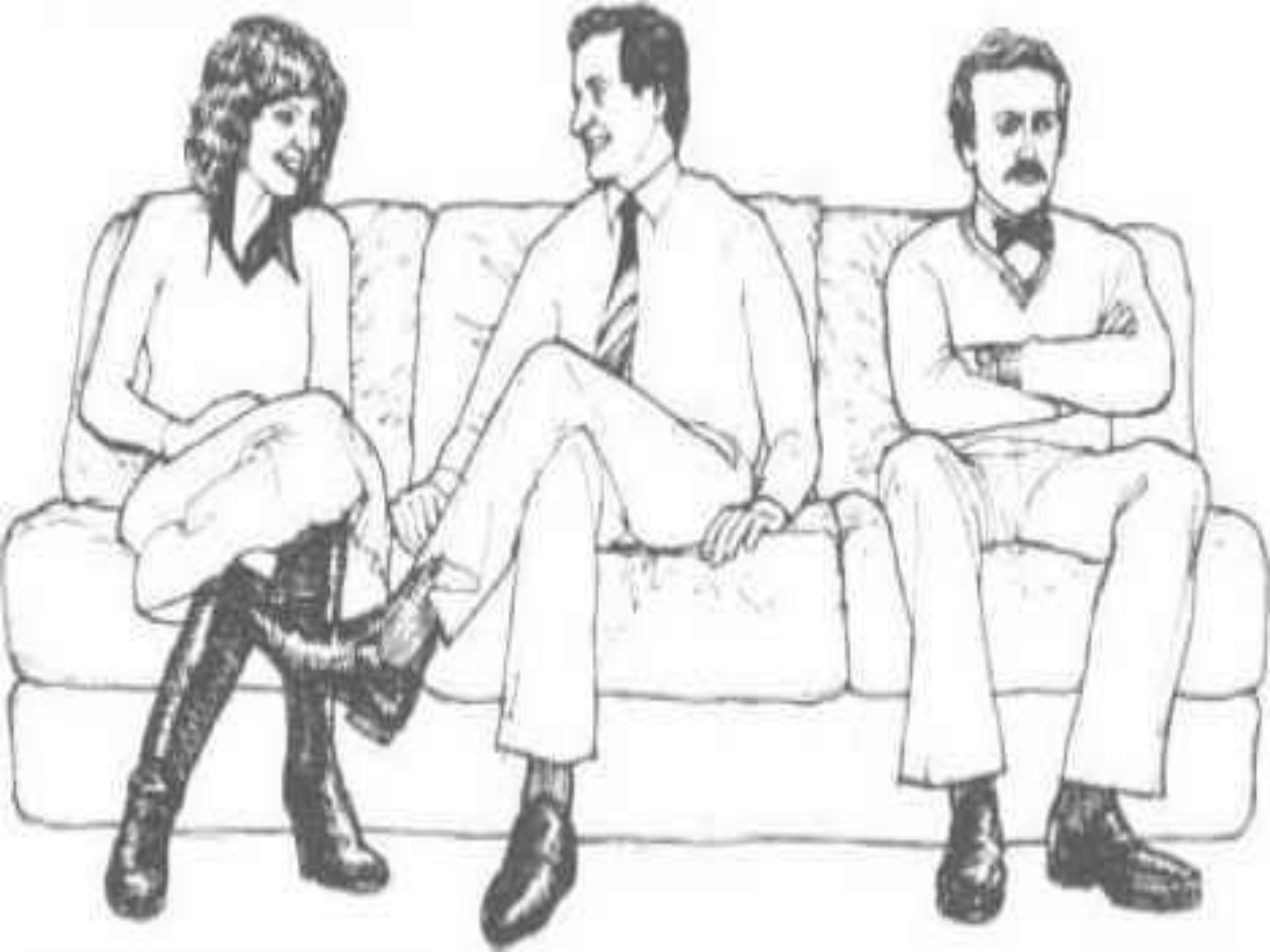
- Avoid repetitive hand gestures or manners
- Use gestures to highlight the main points
- Don't stand fixed to the same spot
- Move around as you are giving the presentation
- Don't play with objects while you are speaking



The collar pull



Fingers in mouth



➤ Open Stance:

- Interested people always have an erect posture, pay attention and lean forward
- A firm handshake will give the impression of assertiveness or honesty
- People showing open hands, both feet planted on the ground are accepting
- A head tilted to the side indicates interest



10 SIGNS SOMEONE IS LYING TO YOU

They change their head position quickly.

If you see someone suddenly jerk their head when you ask them a direct question, they may be lying to you about something.



Their breathing changes.

When someone is nervous and lying to you, they may begin to breathe more heavily. Their shoulders rise and their voice gets shallow.



They stand very still.

Relaxed, unconscious movements come naturally in normal conversation, so a rigid stance should be a major red flag.



They repeat words or phrases.

This happens because they're trying to convince you, and themselves, of something. Repetition is also a way to buy time as they gather their thoughts.



They touch or cover their mouth.

People unconsciously cover their mouths when they want to avoid answering a question — both literally and figuratively halting conversation.



They instinctively cover vulnerable body parts.

You've likely hit a nerve if someone's hand moves to cover parts of their throat, chest, neck, head, or abdomen.



People unconsciously cover their mouths when they want to avoid answering a question – both literally and figuratively halting conversation.



You've likely hit a nerve if someone's hand moves to cover parts of their throat, chest, neck, head, or abdomen.



They tend to point a lot.

Liars become defensive when they think you discovered their lie, which may result in a lot of pointing.



They provide too much information.

An excess of details is often a sign of lying. Liars hope that talking a lot will be perceived as openness and truthfulness.



BL in Interviews....



Body Language in Job Interviews



How Body Language Can Make Or Break Your Interview



Political BL



POLITICAL MOVES

BREAKING DOWN THE CANDIDATES' BODY LANGUAGE

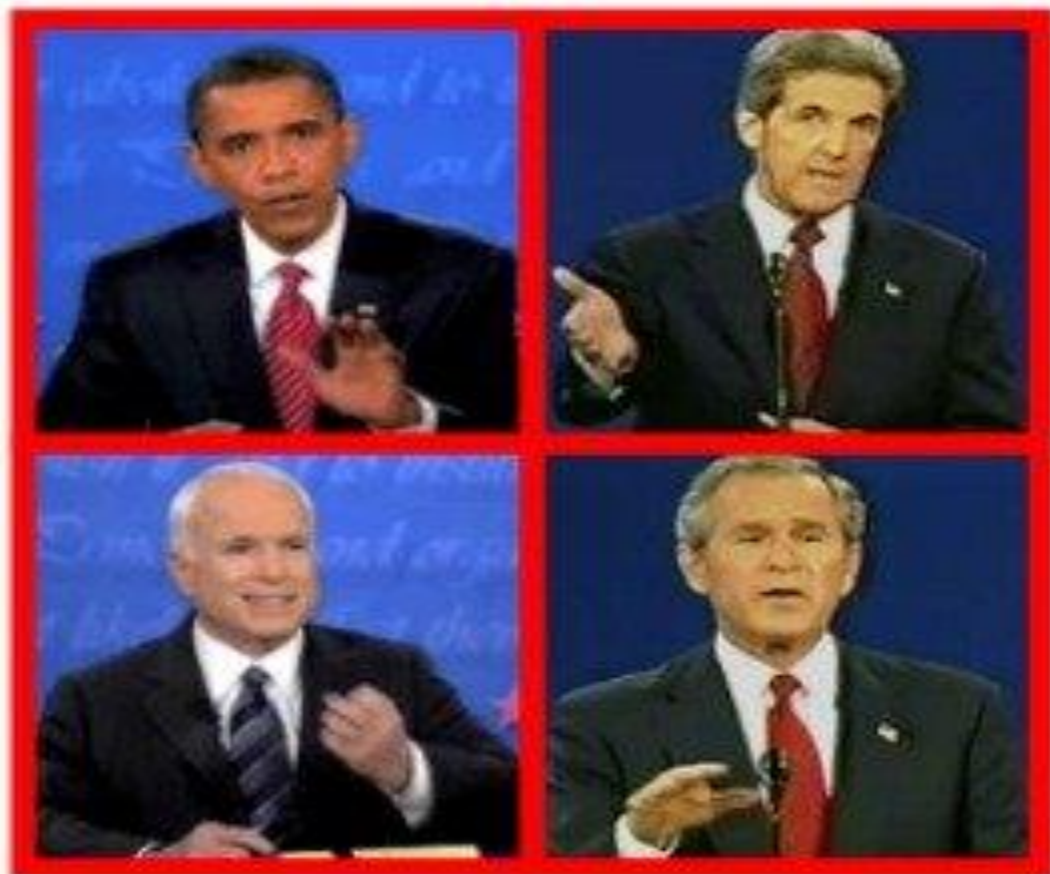




THE ART *of* Body Language







Good and Bad in the Hands of Politicians: Spontaneous Gestures During Positive and Negative Speech

By Daniel Casasanto & Kyle Jasmin

Left-handers

Right-handers

Democrats



Republicans





“Must.... Grab... The Presidency.. Gaaaah!”

“Steepling” with hands
conveys confidence,
wisdom, and positive
agreement.









HOW TO READ A POLITICIAN'S BODY LANGUAGE:



TAX REFORM



THE DEFICIT



JOB GROWTH



FOREIGN
POLICY



INNOVATION
& ENTREPRENEURSHIP



GLOBALIZATION



ENERGY
POLICY



NATIONAL
SECURITY



PERSONAL
RESPONSIBILITY

CARTOONSTOCK
.CO

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BANNERMANIA.COM













BL Signals



Body Language



Positive Body Language Signals

- Ready to Cooperate

- Sitting on edge of chair
- Standing, hands on hips
- Tilting head
- Moving closer
- Touching
- Rubbing palms together

- Openness

- Unbuttoned coat
- Uncrossed legs
- Moving closer
- Uncrossed arms

- Evaluation

- Sitting on edge of chair
- Body leaning forward
- Slightly tilted head
- Hand on cheek
- Stroking chin
- Slightly squinting
- Slow cleaning of glasses
- Relaxed mouth, chin forward
- Extended eye contact

Do

- Sit up straight
- Maintain eye contact
- Smile and be enthusiastic
- Use hand gestures

Don't

- Slouch
- Stare
- Frown
- Fidget



ALPHA vs BETA



Good eye contact
Friendly smile
Good posture
Presence



Avoids eye contact
Slouches
Closed body language
Makes himself small

TORSO

ARMS

HANDS AND FINGERS

FEET AND LEGS

UPPER BODY TOWARD DOWNWARD:
Shows an attitude of disapproval and fear.



LEANING TOWARD DOWNWARD:
Shows we are in agree with them.

**FINGERS TIPS SPREAD
(ONLY IN A DANGER):**



A display of confidence and authority.

THUMB UP:



A good indicator of positive thoughts.

HEELS/BACKED FOOT:



Indicates discomfort.

SPREADING OUT:



A sign of comfort because a person is in dominance display when they are relaxed when being discussed.

ARM'S ACTION:



Emphasizes dominance or superiority when we "show".

STEEPING:



A powerful display of confidence.

SHOESING LEGS:



Indicates we are comfortable.

CROSSED ARMS:



Suddenly crossing arms tightly is a sign of discomfort.

ARM'S BEHIND THE BACK:



Says "don't discuss me" - keeps people off topic.

SMALL MOVEMENTS:



Indicates emotional discomfort, doubt or insecurity.

THE POINTS SHOWN:



Shows a good mood.



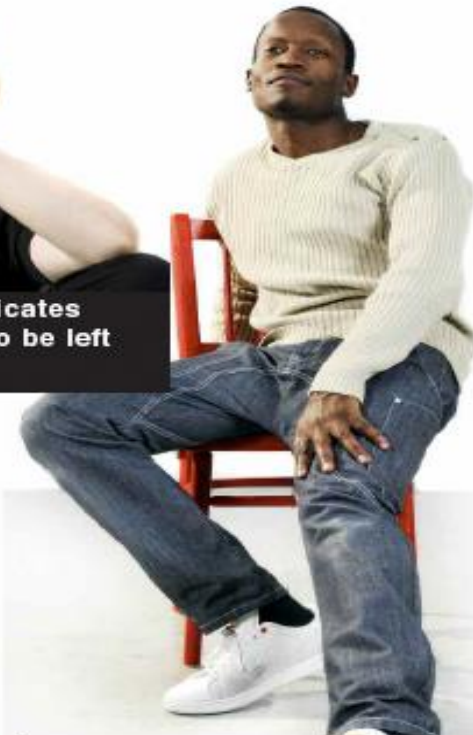
Readjusting hair, fidgeting with part of the face or neck or with jewellery normally indicates discomfort and insecurity.



Twisting the torso with hands kept behind indicates a desire to keep distance.



Covering the face indicates discomfort, a desire to be left alone.



Reclining on a chair spreading legs and shifting to one side shows confidence and dominance, almost territorial.



Moving the leg or foot, kicking out, show discomfort and unease.



Grabbing a chair like shown or resting hands on a desk shows authority and ownership.



Arms resting on the hips, elbows sticking out normally indicates that the person is in control or is going to be.



Joining fingertips or tapping them together normally indicates great confidence.



Crossed arms have many meanings but if done suddenly it is a sign of displeasure.

Male-Female,etc

DVD
VIDEO

TOM BERENGER

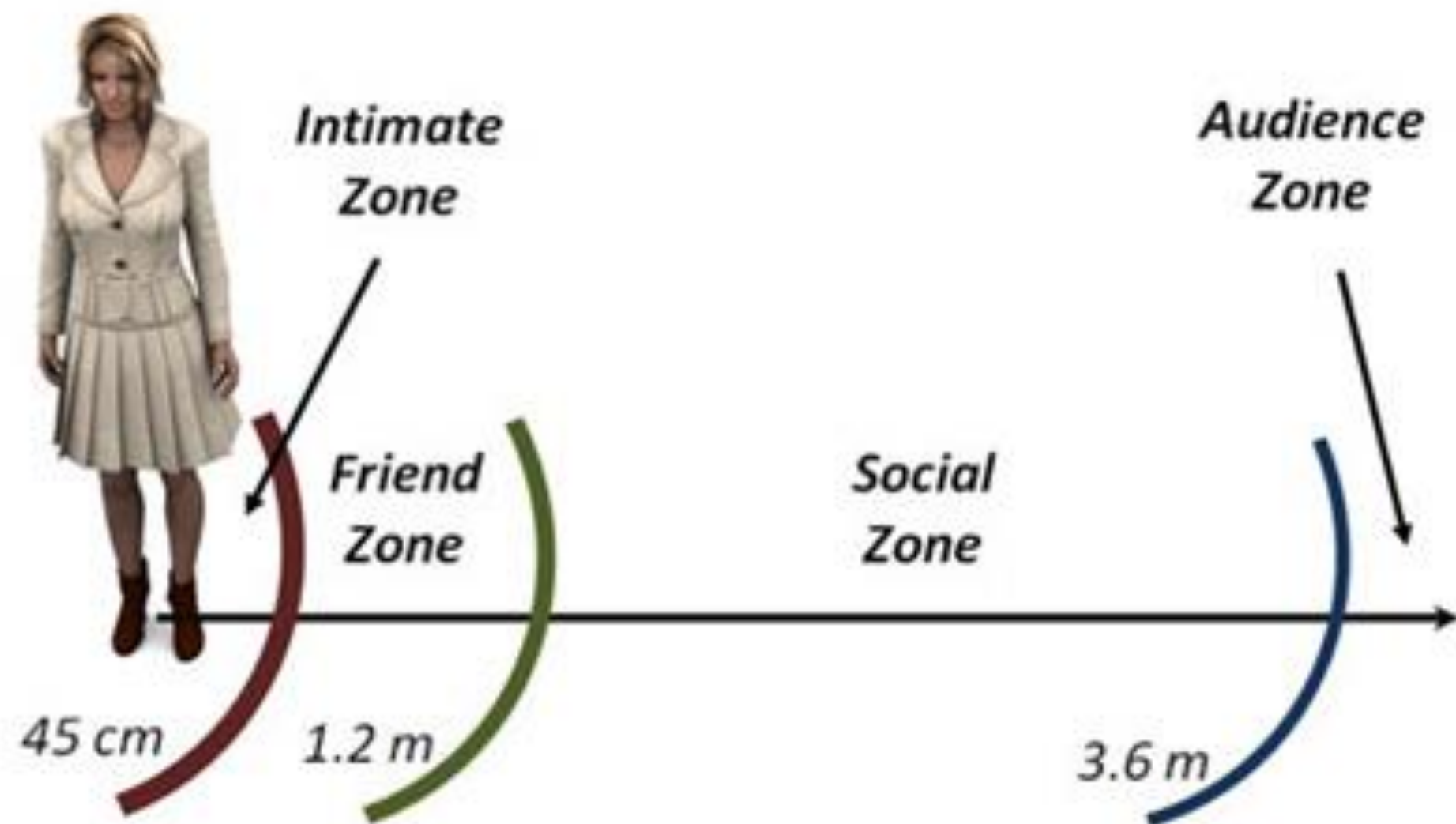


BODY LANGUAGE



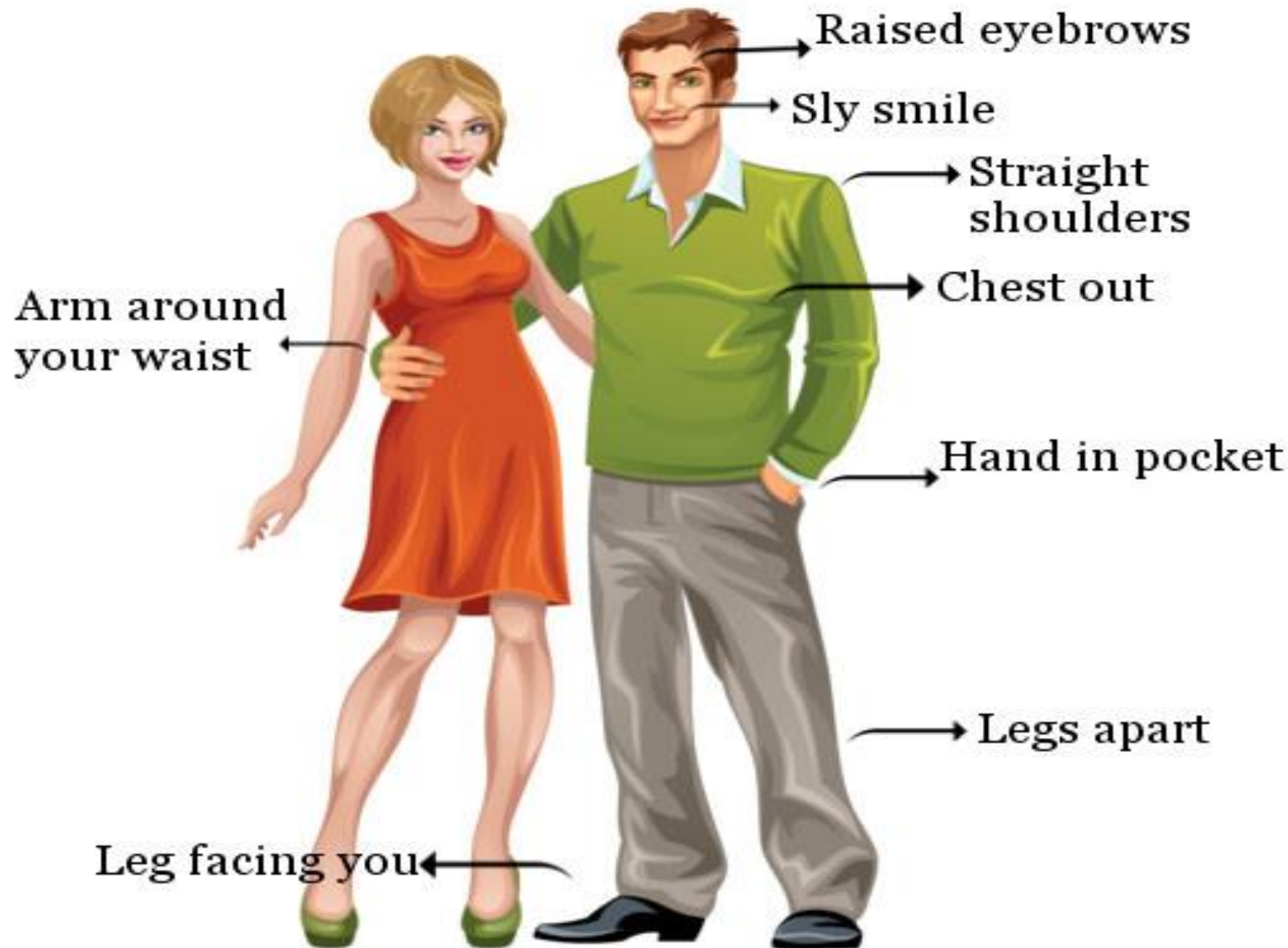






Personal Space

Flirting Body Language of Men





Does her body language say she is interested? What did you notice?



Body Language

Julius Fast

'Shows how our bodies reveal our thoughts; attitudes, and desires'

DAILY MAIL





Positive Approach



Negative Approach





Men consider this sitting posture the most attractive



Shy and reserved women sit this way

A



B



C



➤ *Closed Stance:*

- Leaning backwards demonstrates aloofness or rejection.
- Folding arms across ones chest or body is protective and gives the impression of a closed, guarded and defensive character.
- People with arms folded, legs crossed and bodies turned away are signaling that they are rejecting messages.
- A head down is negative and judgmental.



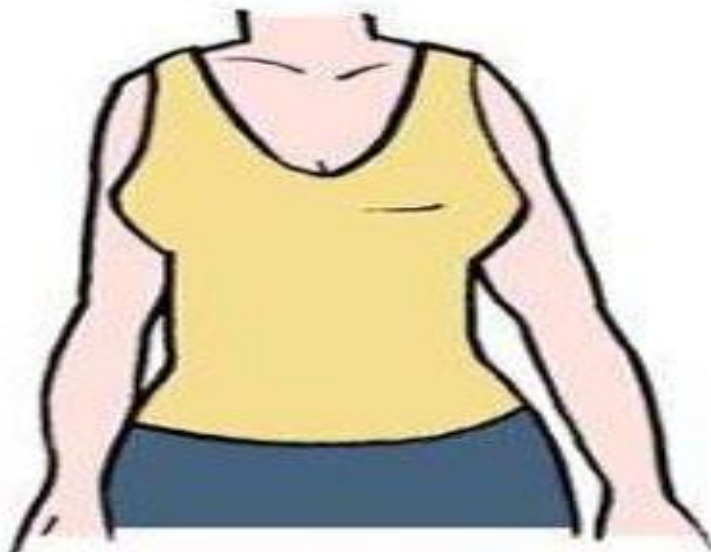
KNOW YOUR BODY LANGUAGE



I'm interested in you.



I'm not interested in you.



Let's just be friends.



STOP STARING AT MY
CHEST YOU PIECE OF SHIT



NOT VERY CONFIDENT

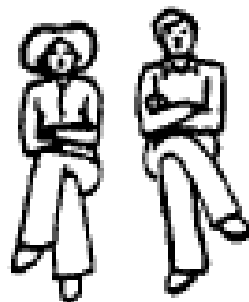
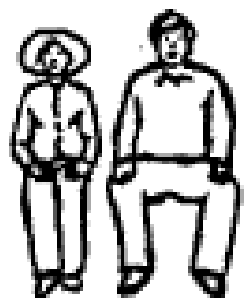


MODERATELY CONFIDENT

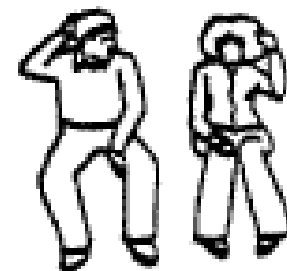
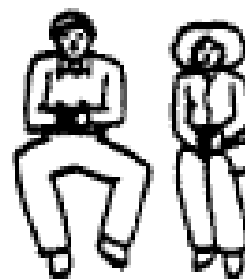


MOST CONFIDENT

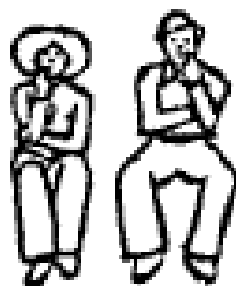




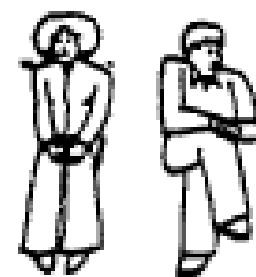
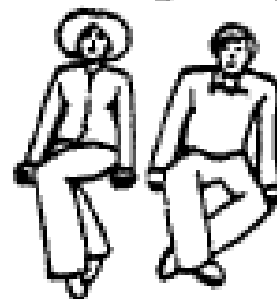
Openness vs. Defensiveness



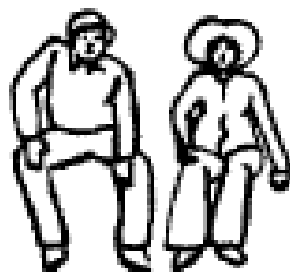
Expectancy vs. Frustration



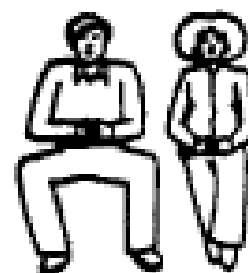
Evaluation vs. Suspicion



Self-control vs. Nervousness



Readiness vs. Boredom

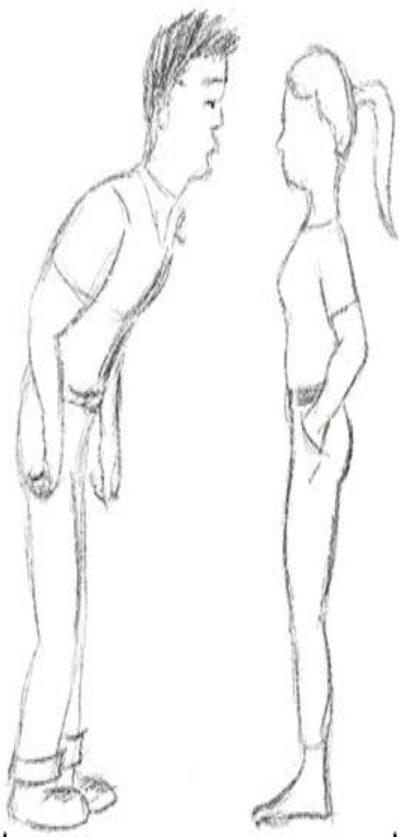


Confidence vs. Insecurity

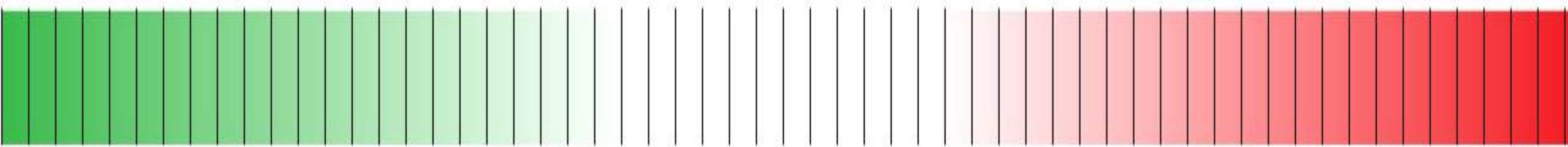
Engaging Approachable Body Language



No, we shouldn't



yes, yes, yes,
I love you



YES!

yes

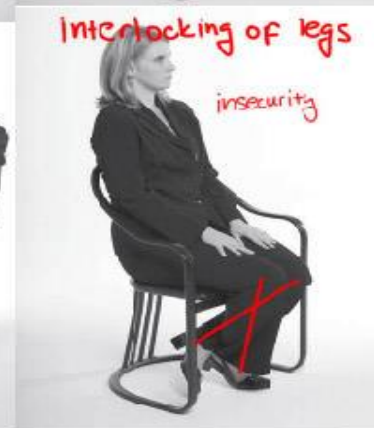
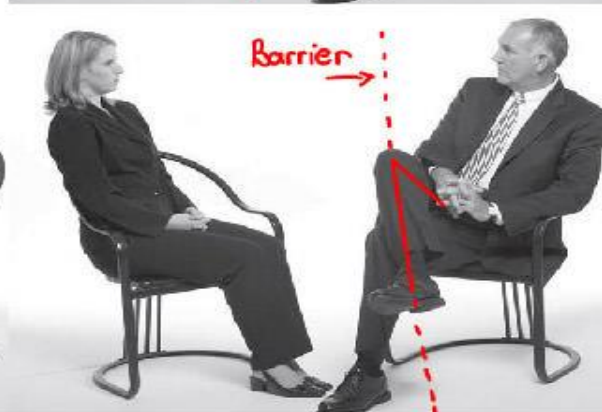
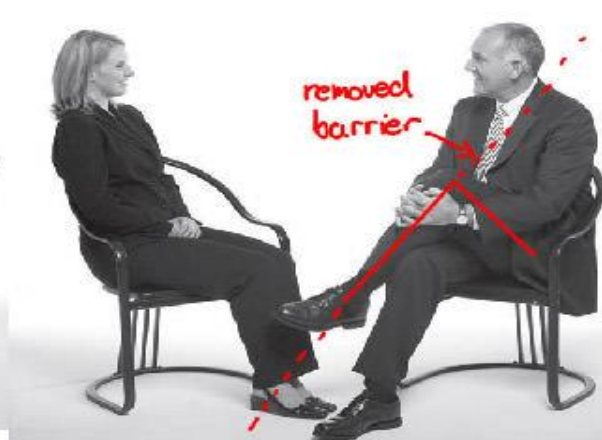
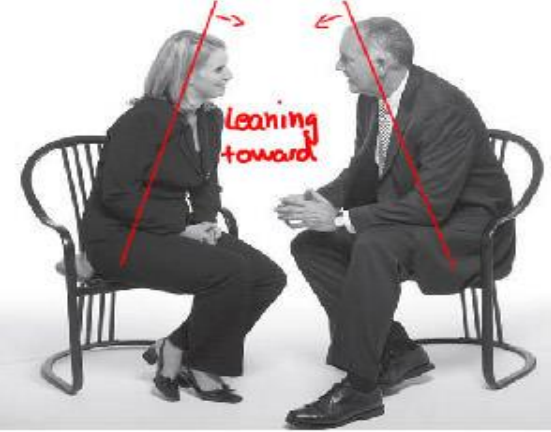
can't
or
won't
say

no

NO!



BL Tips & Tricks....



Body Language for Positive Results

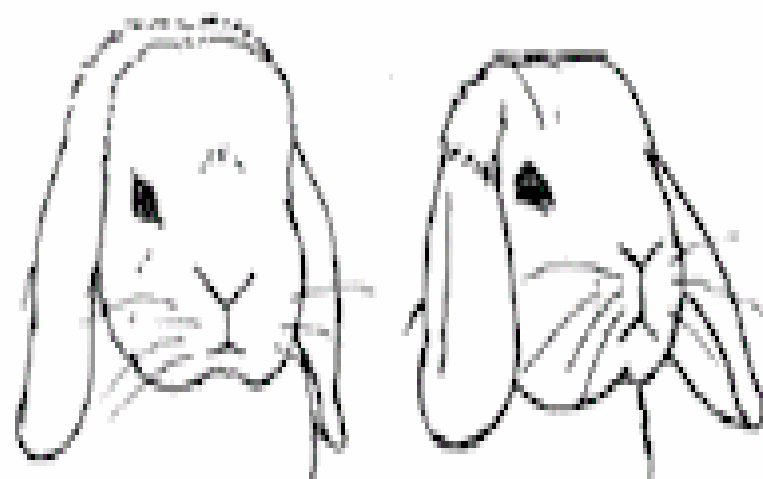
Brainstorm some examples of good body language:

- Smile
- Introduce yourself (if appropriate) or wear a name badge
- Shake hands if appropriate
- Lean forward to listen more carefully
- Be aware of cultural differences

In general, when relaxed lop eared rabbits carry their ears close to their head and pointing straight down. When curious or alert, a lop rabbit will rotate one or both ears forwards (so the inside of the earflap can be seen from the front) and may lift them or tilt their head to one side. Remember, ear movement when curious or alert is done to improve sound detection, so although the exact ear position may vary the goal of these movements is always to direct the ears towards a noise or potential noise.



Helicopter Ears



Relaxed Lop

Alert Lop

A nervous or aggressive rabbit may be able to point their ears backwards similar to a rabbit with upright ears, but this requires more control and they may only manage to lift them slightly. Most lop eared rabbits cannot fold their ears as a nervous/aggressive rabbit with upright ears would.

If you have a ~~loper~~ ~~this~~ you'll need to learn your individual rabbit's ~~by~~

Meaning of body language

- Biting nails Nervous, Insecure
- Drumming fingers Restlessness or Impatience
- Rubbing both hands Anticipation, Impatience
- Resting the cheek on the hand Thinking, Evaluating
- Folded arms across the chest Disagreement



7 body language mistakes that could ruin you

1. Failing to smile

Smiles show confidence and can even be infectious.



2. Weak handshake

A strong handshake is always better than a weak, limp one — especially when interviewing for jobs.

4. Crossed arms

Crossed arms can be perceived as uninviting and defensive.

5. Exaggerated gestures

Overly-enthusiastic gestures can come across like you're hiding something, while smaller hand movements indicate leadership.

3. Avoiding eye contact

Avoiding eye contact can make others think you're unconfident, uninterested and hiding something.

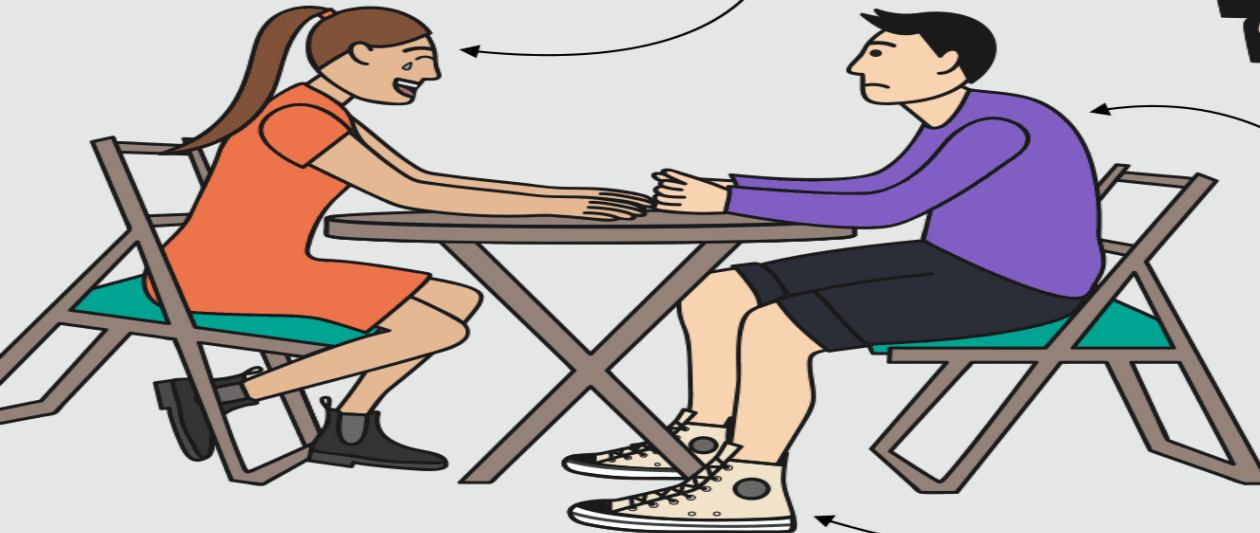


6. Slouching

Slouching can make you look smaller and indicates a potential lack of confidence.

7. Fidgeting

Fidgeting can show that you're anxious or uninterested.



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

"High Power" body language (top row)

vs.

"Low Power" body language (bottom row)

(Images courtesy of Amy Cuddy, Harvard University)



Shoulder Shrug

Shows that a person does not know or understand what you are talking about



27 BODY LANGUAGE TRICKS TO BE INSTANTLY LIKEABLE



1. **STAND UP STRAIGHT AND RELAXED**

2. **APPEAR OPEN AND UNDEFENDED**

Keep your arms by your sides



3. **KEEP A STRAIGHT SPINE WHILE SITTING**



4. **KEEP YOUR FEET HIP WIDTH APART AND BALANCED**



5. **BREATHE DEEP TO THE POINT JUST BELOW YOUR BELLY**

6. **MIRROR/MATCH THE OTHER PERSON'S POSTURE**



7. **STAND STILL**
Avoid fidgeting



8. **SMILE AS YOU WALK INTO A ROOM**



9. **OFFER A FIRM BUT GENTLE HAND SHAKE**



10. **KEEP EYE CONTACT WHILE SHAKING HANDS**

11. **SMILE WHEN GREETING SOMEONE NEW**



12. **DON'T LEAN ON WALLS OR OBJECTS**



13. **KEEP YOUR NEUTRAL FACE A HAPPY FACE**



14. **MAINTAIN EYE CONTACT WHILE SPEAKING TO SOMEONE**



15. **USE A GENUINE SMILE**

16. **ACTIVELY LISTEN TO YOUR CONVERSATIONAL PARTNER**



17. **GIVE THE OTHER PERSON YOUR FULL ATTENTION**



18. **LISTEN CAREFULLY FOR WHAT "LIGHTS THEM UP" INSIDE**



19. **TREAT EVERYONE LIKE A FRIEND UPON MEETING THEM**



20. **NOD SLIGHTLY WHEN LISTENING TO YOUR PARTNER**



21. **PERFORM A GENEROUS GESTURE UPON MEETING SOMEONE**



22. **BE RADICALLY CURIOUS WHEN YOU MEET SOMEONE NEW**



23. **USE A GENTLE TOUCH TO SYMPATHIZE AND CONNECT**



24. **RELAX AND BREATHE EASY TO RELAX YOUR PARTNER**



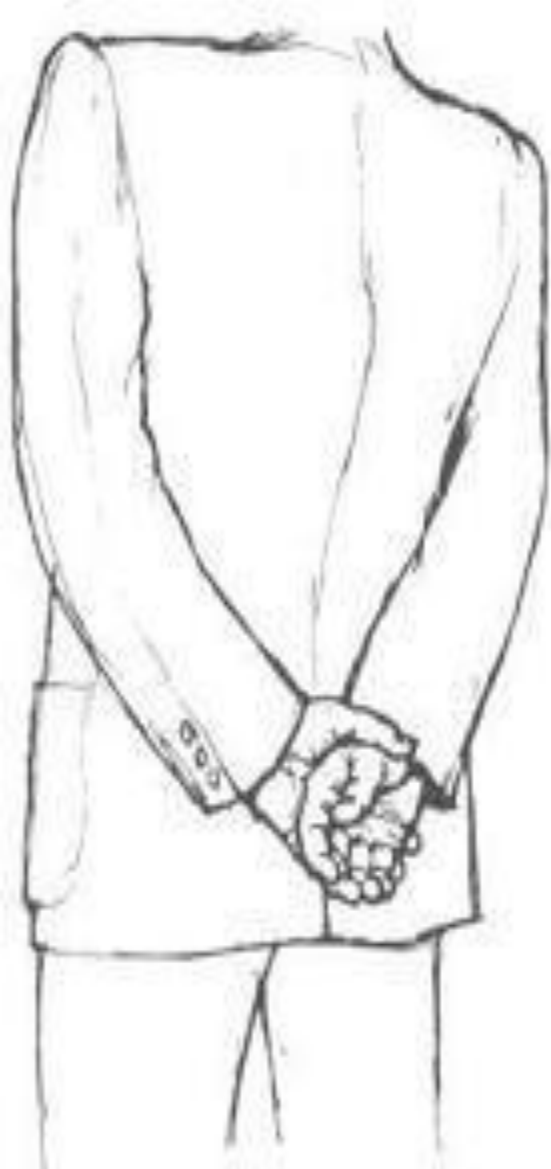
25. **KEEP YOUR SHOULDERS DOWN AND RELAXED FOR OPENNESS**



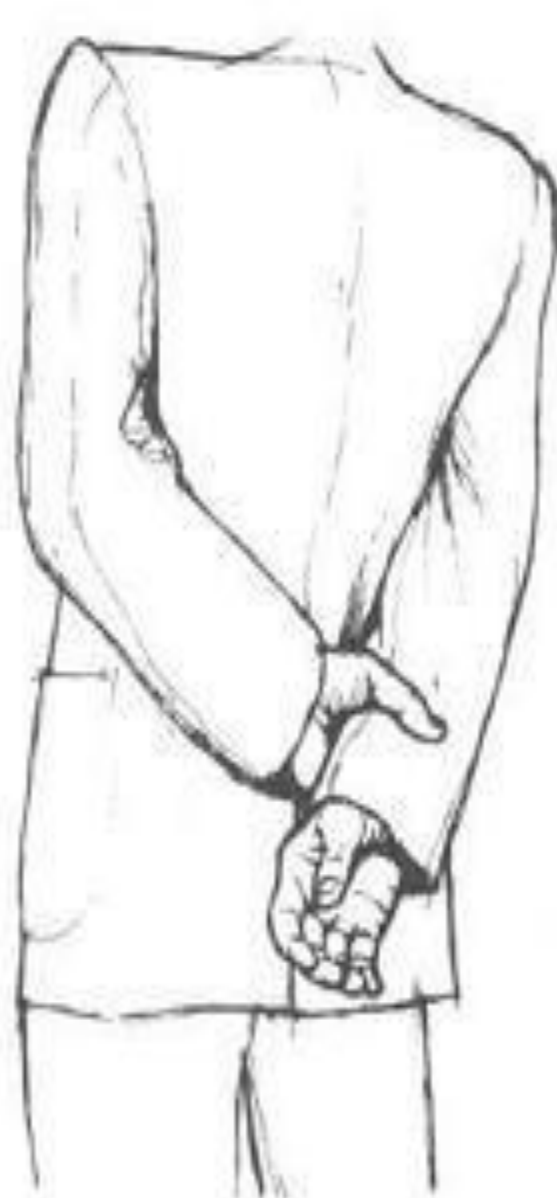
26. **DON'T FOLD YOUR ARMS OVER YOUR CHEST**



27. **STAND "SOLID"**
Even weight on both feet



**The superiority
confidence gesture**



**The hand-gripping
wrist gesture**



The upper arm grip

iPhone BODY LANGUAGE

Brain cells dying from playing too much Doodle Jump

Hunched back from checking
Facebook status updates all day

Glazed eyes, drooling mouth

Left hand developing arthritis
from texting too much

Crossed arm blocks off the
world and provides support for
the other arm

Arm propped upright to support the
mighty iPhone





Depressed

Nervous

Angry

Bored

Confident

Happy

Chatty





Hand Gestures You Should Avoid

- Never use the “come here” hand sign anywhere
- Don't use an “okay” hand sign when interacting with clients from the Middle East
- Don't cross your legs, arms, or hands when interacting with clients from other cultures.
- Don't show the sole of your shoe when communicating with Arab and Asian cultures.
- Don't blow your nose in front of a Japanese client.
- Don't wave hello with an open palm when greeting clients from Greece.

27 BODY LANGUAGE TRICKS TO BE INSTANTLY LIKEABLE



1.
STAND UP
STRAIGHT
AND
RELAXED

2. APPEAR
OPEN AND
UNDEFENDED

*Keep your arms
by your sides*



3. KEEP A STRAIGHT
SPINE WHILE SITTING



4.
KEEP YOUR
FEET HIP
WIDTH
APART AND
BALANCED



5. BREATHE DEEP TO
THE POINT JUST BELOW
YOUR BELLY

6.
MIRROR/
MATCH
THE
OTHER
PERSON'S
POSTURE



7.
STAND
STILL
*Avoid
fidgeting*



8. SMILE AS YOU WALK
INTO A ROOM



9. OFFER A FIRM BUT
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10. KEEP EYE CONTACT
WHILE SHAKING HANDS

11. SMILE
WHEN
GREETING
SOMEONE
NEW



12.
DON'T
LEAN ON
WALLS OR
OBJECTS



Negative Body Language Signals

- Rocking motion of torso
- Leg or foot swinging
- Foot or finger tapping
- Short breaths
- Tightly clenched hands
- Wringing hands
- Clearing throat
- Fidgeting in chair
- Scratching or rubbing back of hands
- Runner Stance
- Closed eyes
- Lowering of chin
- Hunching of shoulders
- Arms crossed
- Fists clenched
- Legs crossed
- Downcast eyes
- Face turned away
- Body turned slightly away
- Grooming
- Yawning

Confusing Body Language



The scratch to the back of the neck indicates uncertainty.



Neutral head position



Interested position

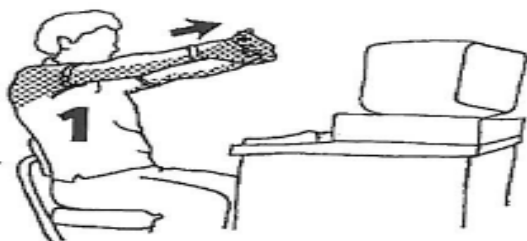


Disapproval position

Interpreting CFD Body Language

Approximately 4 Minutes

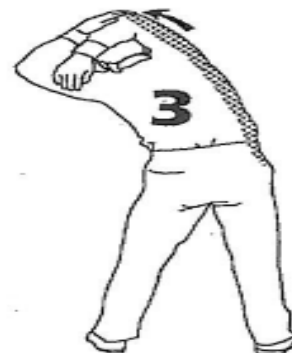
Sitting at a computer for long periods often causes neck and shoulder stiffness and occasionally lower back pain. Do these stretches every hour or so throughout the day, or whenever you feel stiff. Photocopy this and keep it in a drawer. Also, be sure to get up and walk around the office whenever you think of it. You'll feel better!



This should be easy.



My computer budget is this big.



Let me pat myself on the back for taking on this job.



Hmmm. Now I need a budget this big.



How the hell should I know how long this will take?



You might as well just hit me right here.



Please converge, please converge, please converge...



And it's going right in the crapper.



Can I get some help?



I'll pretend I can't see him asking for help.



Damn, this code is a real pain in the...



Gulp. The presentation is in 5 minutes.

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.



Do's & Dont's:

Interview Body Language Techniques



Do's

Carry 1 item only

A combination of bags, briefcases and big coat makes you seem disorganized.

Shoes count

Many employers say the last thing they remember is the back of a candidate's shoes.

Sit slightly angled

Sit at an angle instead of directly across to show that "we're on the same side."

Be poised

To help convey poise & confidence, practice the "power pose" right before the interview.

Dont's

Smile nervously

Smiling too much can make you seem nervous. Smile upon intro & exit only.

Purse your lips

It makes you look like you're holding something back.

Contract or expand

Claim your space (keep arms uncrossed) but don't be too territorial.

Touch your face & hair

Try not to touch your face altogether -- it's a sign of nervousness.

TIPS FOR DECODING BODY LANGUAGE

GENERAL TIPS FOR DECODING BODY LANGUAGE



BODY LANGUAGE INDICATORS TEND TO OCCUR IN **CLUSTERS**. OBSERVE AND LOOK OUT FOR A GROUPING OF SIGNALS (FACIAL EXPRESSION, HAND MOVEMENTS, POSTURE, EYES, ETC.)



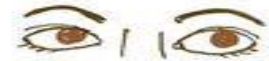
DECODING EYE CONTACT



A PERSON WHO SHIFTS EYES OR AVOIDS CONTACT MAY BE HIDING SOMETHING



A PERSON WHO SHOWS CONSISTENT EYE CONTACT IS MAKING AN EFFORT TO CONNECT WITH YOU



PEOPLE SEARCHING FOR A MEMORY TEND TO LOOK UP. PEOPLE FABRICATING SOMETHING TEND TO LOOK DOWN

DECODING FACIAL EXPRESSION



A PERSON WITH A GENUINE SMILE SMILES WITH MOUTH AND EYES. A PERSON WITH A FAKE SMILE DOES NOT SMILE WITH THE EYES.



PURSED LIPS, TIGHT JAW AND FURROWED EYEBROWS EXPRESS DISLIKE OR DISAPPROVAL

HOW CAN YOU TELL IF SOMEONE IS BORED? 3 SIGNS TO WATCH OUT FOR



DISTRACTION

BORED PEOPLE TEND TO LOOK EVERYWHERE BUT THE PERSON SPEAKING TO THEM, AND KEEP CHECKING THE TIME OR LOOKING AT THE EXIT



REPETITION

A BORED PERSON DOES REPETITIVE ACTION SUCH AS TAPPING FEET, DRUMMING WITH FINGERS, ETC.



TIREDFNESS

A BORED PERSON SLOUCHES OR SAGS, AND ACTS TIRED (LIKE EXCESSIVE YAWNING)

OTHER BODY LANGUAGE SIGNALS



A PERSON LEANING FORWARD SHOWS EAGERNESS AND ATTENTIVENESS. OPEN PALMS EXPRESS OPENNESS.



HANDS IN POCKET MAY MEAN PERSON IS KEEPING DISTANCE.

FEET POINTED TOWARDS EXIT MAY MEAN PERSON IS EAGER TO LEAVE



USE BODY LANGUAGE TO YOUR ADVANTAGE

(IF YOU WANT SOMEONE TO LIKE YOU OR IF YOU WANT TO BE PERSUASIVE)



KEEP STEADY EYE CONTACT TO SHOW YOU ARE INTERESTED AND ENGAGED (BUT DON'T STARE FOR TOO LONG!)



MIRROR (SUBTLY) THE OTHER PERSON'S ACTIONS, POSTURES AND GESTURES. THIS WILL MAKE THE OTHER PERSON MORE AT EASE.



BODY LANGUAGE

-MOVEMENT

- Do not be frozen
- Display energy & variety
- Purpose
- No pacing, rocking, swaying



The Jack the Lad



The Browbeater



The Ice Queen



The Gossip



The Wallflower



The Flirt



The Fun Lover



The Playboy



Pet ...BL

UNDERSTANDING DOG BODY LANGUAGE



ACTIVE INFLUENCE

- Demands attention in a very active way, such as jumping up, barking at you, and mouthing or nipping

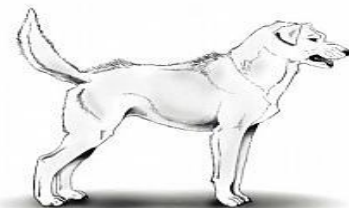
 Requires a combination of active and passive training



PASSIVE INFLUENCE

- Engages you by staring at you for a pat, nudging or licking you, or dropping things at your feet to get you to play

 This subtle behaviour requires passive training



ASSERTIVE/AGGRESSIVE

- Exhibits staring, raised hackles and stillness
- Can become aggressive if you approach him or make sudden movements

 Requires careful training

ASSERTIVE/OVERLY CONFIDENT



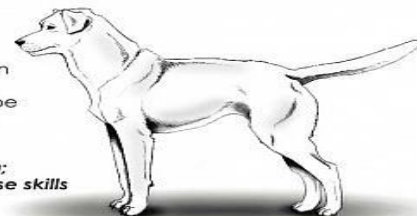
- Very confident, with tail held high
- Uses both active and passive influence to get what he wants

 Requires careful training to prevent him from becoming Assertive/Aggressive

ALERT/SELF-ASSURED

- Focuses more on his environment than on you
- His intense focus on distractions can be hard to break

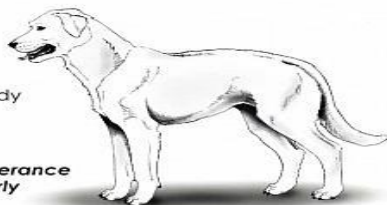
 Very smart and good at problem-solving; needs training that allows him to use these skills



RELAXED/MIDDLE OF THE PACK

- Relaxed posture; his whole body appears to wag
- Lives to please, easygoing

 Prone to over-exuberance if not trained properly



FEARFUL/AGGRESSIVE

- Appears stressed, always on edge
- Tends to bark, lunge and growl at the slightest movement or noise; potential biter

 Craves safety and needs confident, consistent leadership through appropriate training

FEARFUL/NERVOUS



- Often sleeps with one eye open
- Always seems anxious and worried; constantly darts his eyes
- Sudden movement or noises cause him to bark, then retreat under a table or sofa

 Requires careful training to prevent him from becoming Fearful/Aggressive

SHY/SUBMISSIVE/TIMID

- Shy; will often turn his body sideways when greeting people or dogs
- Shies away from being petted by strangers



 Wants to please and is usually fairly easy to train



ALERT



SUSPICIOUS



ANXIOUS



THREATENED



ANGRY



RESPECT



UNCOMFORTABLE



NOSE LICK



SNIFF GROUND



RESPECT



NEED SPACE



STALKING



STRESSED



STRESS RELEASE



RELAXED



I LOVE YOU



I'M FRIENDLY



POLITE



READY



FEED ME



CURIOUS



PET ME



HAPPY



OVERJOYED



DON'T STOP

CAT LANGUAGE



INTERESTED



FRIENDLY



ATTENTIVE



RELAXED



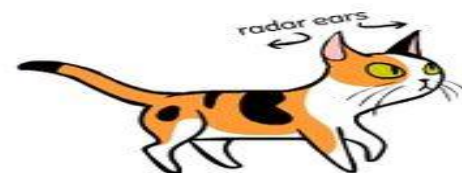
TRUSTING



FRIENDLY, RELAXED



CONTENT



CONFLICTED, CAUTIOUS



PLAYFUL



EXCITED



"THIS IS MINE"



ANXIOUS



PREDATORY



WORRIED



FRIGHTENED



THREATENED



TERRIFIED



SUPER TERRIFIED



IRRITATED



DISGUSTED

Tail high Not
bristled

Head high

Friendly Greeting

Tail hangs
straight down

Aggressive

Tail curved
down and
bristled

Defensive

Raised and
bristled
means fear

Fearful



HORSE SIGNALS

Horse language

Horses communicate with each other (and with you) mainly by body language, and they do it constantly. Learn to understand it.

Relaxed or tense?



'Taking it nice and easy'

- Neck horizontal
- Ears held loosely upward
- One leg lifted, or rest
- Bottom lip is loose

'Hey, what's that?'

- Head comes up
- Ears directed towards area of interest
- Horse is active but not tense
- Breathing stays calm



'Will or won't it?'

- High, curved neck; slow, circular movements
- Breathing and heartbeat becomes faster
- Snuffing through flared nostrils
- Lips are taut, sometimes pursed



'This is getting too tense for me!'

- Head high, nostrils flared, tail sometimes raised
- Eyes wide, showing the white of the eye
- Breathing is shallow and tense
- The horse stands tall and very forward



'I'm off!'

- Flight: horse runs away
- May rear if it can't escape
- No awareness of surroundings
- Other horses join in

Submissive or dominant?



'I'll get out of the way...'

- Head down
- Ear directed towards dominant horse
- Makes way for higher-ranking horses

'Want to be friends?'

- Turns head away if approached
- Licking and chewing (young horses nip) show agitation
- Nuzzling each other



'I want some control'

- Head high, or swing of the head
- Nipping and pulling
- A stamp of the foot

'Get back or I'll kick!'

- Hindquarters towards you
- Swish of the tail
- Flared hind foot



'Go away, I'm the boss!'

- Head lowered
- Ears flattened
- Sometimes teeth bared, ready to bite



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