

UNDERSTANDING BODY LANGUAGE

A large part of communication comes from body language

1 HAND GESTURES

A good handshake:

- Warm smile & eye contact
- Extend hand
- Lean forward slightly
- Try equal yet firm grip
- Slowly release



2 HEAD MOTIONS

- Tilt - curiosity, puzzled
- Other positions: chin lift - confidence
- Nods - agreement
- Shake - disagreement



3 EXPRESSIONS

Facial expressions can reveal emotions

A genuine smile:

- Corners of mouth uplift
- Crinkles at eye corners



4 LOOKS: EYE CONTACT

- 4 - 5 seconds at a time
- 50% when speaking
- 70% when listening
- Trust
- Interest
- Confidence



5 POSTURE

- Straight (upright)
- Open
- Approachable
- Relaxed



6 PROXIMITY

- Allow appropriate distance and space
- Public over 12 feet
- Social 4-12 feet
- Personal 1.5-4 feet
- Close relationships 1.5



Understanding Body Language In A Week

B Lingard



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