

BODY LANGUAGE

Position of the body, spacing of the legs, mimics and facial expressions, hand gestures, eye contact

Body awareness

Exercise:

Do a little **audit** of your body - How do you sit? What is your position? Are you making yourself smaller, hunching? Crossing legs? Wrapping ankles? Holding on to your hands?

Our non-verbal language determine (govern) how and what OTHERS think and feel about us.

Our non-verbal language determine (govern) how and what WE think and feel about OURSELVES!

Our body changes our mind! Our mind changes our behaviour!

Roles we are playing can change our mind as well. We tend to complement the non-verbal language of others - not mirror! The way people sit, raise hands etc

NON-VERBAL LANGUAGE

BODY POSTURE

POWERLESS positions - closing up, wracking up, making ourselves small/er, touching the neck (protecting ourselves), crossing legs, arms; head down, leaning on/over table

Crossing your legs, moving from side to side, dancing - Could symbolise INSTABILITY, UNEASINESS, CLUMSINESS, BOREDEOM

Exercise:

POWER & DOMINANCE (Pride) - Make yourself bigger!

Take up space, open up, stretch out, open the chest > animals do it as well.

Spread arms, hands, put legs on the table.

Try to BE well-centered, in strong stable position - imagine someone is pulling a string/thread right from your head Upwards >> ENERGY, CONFIDENCE

-FAKE IT TILL YOU MAKE IT!-

Brain cannot recognise what is reality and what we are pretending

Powerful people doing powerful positions are more assertive, more confident, more optimistic, think more abstractly, take more risk.

Their testosterone level is high, but cortisol level low - almost no stress is present (high cortisol level presents the stress)

WALKING

Could symbolise DISTRACTION, NERVOUSITY

Do not walk senseless, always make sure you have a DESTINATION you want to achieve

- Walk with purpose - changing topics in speech? > change sides - walk from one side to another
- Watch your speed – do not walk too fast, rather slower, do not lose eye contact

HAND GESTURES

DOs

- Hands should be facing up, towards the audience
- You can be making full round gestures, but NOT CLOSED ones
- Arms and hands should not touch the body, they should be at least a few centimetres from the body
- Movement should be full, but not exaggerated
- You can hold your hands in the level of underbelly; in the level of belly
- One hand's fist in another hand's palm; palm on palm (as a self-handshake)

DONT'S

- Put your hands in front of your face
- Fold arms in front - BOREDOM, LACK OF CONFIDENCE
- Put arms behind the back- BOREDOM, LACK OF CONFIDENCE
- Lean on table- BOREDOM, LACK OF CONFIDENCE
- Play with objects (though you can hold some - a pen e.g.) > IRRITATES, DISTRACT audience

EYE CONTACT

DONT'S

Do not look at just 1 person, or very few you might like – He/She/they may feel overwhelmed with your attention and therefore uncomfortable

DOs

- If your audience is bigger (dozens of people) use the **W pattern**, coming with your look from one corner of W to the other one, slowly, putting your attention on different people and sometimes pausing on some faces.
- You can also use the **Horseshoe (reversed U pattern)** coming with your look from one corner of the horseshoe to the other one and coming BACK.
- Use the strategy - *Look > Speak > Look again > Speak again* (or sometimes simultaneously)

Do not forget to **SMILE!** - both with **your mouth** and more importantly with your **eyes**

Interesting fact from online world >> **Emoticons** 😞 😊 :/ :O :* used well in online negotiations can lead you to be more valuable, to improve the communication; used badly can make more problems

VOICE and SPEECH

Preparation is the key! > **Exercise:** [Voice exercises](#) – (they can take you up to 20 minutes)

- There are many things to focus on in the voice/speech - Intonation/melody (rhythm), Pitch, Pauses (silence), Pace (speed), Articulation
- Rhythm of your speech should be the same
- Speak briefly, loudly, articulate clearly

LINGUISTIC (VERBAL) TICS

WORDS - Like, Basically, Actually, So, And, And then,

SOUNDS - Weel, Eeeer, Ehhmmm, aaaaa

How to minimize them?

- 1st you have to become aware of them > this way you will learn to hear them > and after you can change them.

DOs

- feedback is very helpful.
 - From others
 - From yourself as well > Film yourself presenting/speaking about a random subject without previous preparation

How to replace the tics?

Exercise:

WORDS > prepare synonyms for the tics; **SOUNDS** > breathe, make silent pauses

How to improve articulation?

Exercise:

Bite your tongue and say the first sentence of your speech. After say the sentence again normally.

The better you prepare your content, the less tics appear!

STAGE FRIGHT

- Stress, nerves, anxiety, butterflies in stomach
- It is kind of a motor that gives us energy, without these it would not work that well!
Excercises:
- Before presentation > prepare > find silent place and > stretch your muscles, stand in power position for a while, make voice practices, warm up
- Before coming to the “stage” repeat your first sentence more times in your head. If the first sentence stays there the other will follow automatically
- If you have a memory relapse, do not freak out > breath; audience does not recognise anything and any pause till 3 seconds looks very natural

Body language VIDEOS – [TED Talk](#), [Stanford Talk](#)