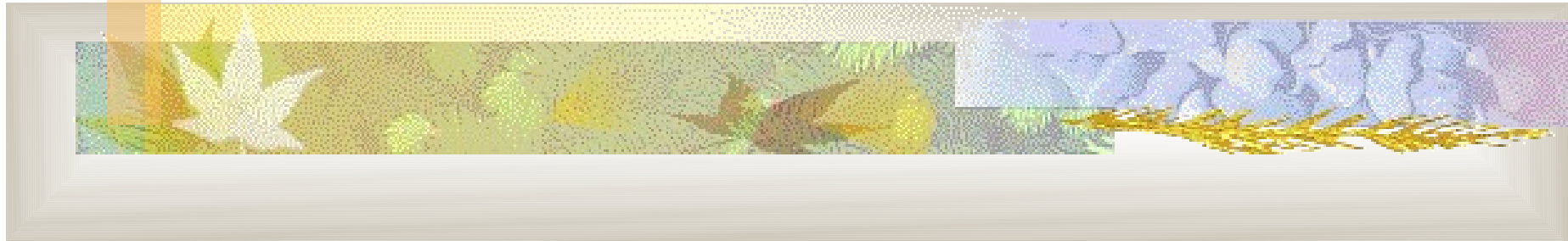


# BODY LANGUAGE



Mayank Yadav



# Body language

Body language is non-verbal communication.

It plays a vital role during the conversation.

Body language is composed of gestures, posture, movement & eye contact.

Our body speaks more than our tongue. We express 60-70% through our body & 30-40% through our tongue.



# GESTURES & POSTURES

Gestures :- are unconscious forms of expressions and therefore they have a language of their own.

Following are some of the gestures & what they mean :



## Gestures

- ✓ Crossed arms - means that the person is in a defensive and reserved mood.
- ✓ Crossed arms and legs - means that the person feels very reserved and suspicious.
- ✓ Open arms and hands - means that the person is open and receptive.
- ✓ Standing before you with his hands inside the pockets - means he is not sure or feels suspicious.

## Gestures

- ✓ Standing before you with his hands on his hips - means he is receptive and ready to help you out.
- ✓ Sitting in a chair shaking one of the legs - means he feels nervous and uncomfortable.
- ✓ If his eyes are downcast and face turned away - means he is not interested in what you are saying.
- ✓ With the palm of the hand holding or stroking his chin - means he is in an evaluating position and being critical.

## Gestures

- ✓ Rubbing or touching his nose when answering a question - means he is not telling the complete truth.
- ✓ If he maintains good eye contact and he smiles in a relaxed and happy way - means he is definitely receptive to you.
- ✓ Rubbing the back of his head or rubbing or touching the back of his neck - means the conversation is not really interesting.
- ✓ If he moves his body and sits with his feet and body pointing towards a door - means he wants to end the conversation and leave the room.



## Postures: Are the ways we sit or stand

- ✓ During your job interview try to adopt a posture that shows interest but still comes across as being relaxed.
- ✓ You can do this by sitting up straight in your chair at the beginning of the interview, with your back against the back of the chair.
- ✓ If you slouch or hang sideways in your chair, it might give the impression that you are not that interested in the job.
- ✓ However, sitting on the edge of your chair can come across as being a little tense and might give the impression that you feel uncomfortable.



## Postures

- ✓ You can change your body posture a little during the interview.
- ✓ You can emphasise this by tilting your head a little.
- ✓ It is also important to pay attention to the posture of your interview partners. In some cases you can achieve mutual tuning by adopting the same posture as the other person.





## Body Language Zone

Intimate Zone (15 - 45 cms / 6"- 18").

This zone guards as if it was its own property

Personal zone(46-122cms/ 18"- 48").

This zone is for people whom we meet in the social function.



## Body Language

Social Zone: (122-360 cms/  
4'-12') This zone is for familiar people.

Public Zone: ( 3.60 mts - 12' ) This zone is  
for strangers.