Body Language and Non-verbal Signals
Body Language

- Eye Contact
- Facial expressions
- Movement & gesture
- Posture

Let’s observe Body Language
- http://www.youtube.com/watch?v=VfE7aVa_mSo&feature=related

Protocol and Etiquette
Body Language

Body Language in speaking

- http://www.youtube.com/watch?v=wmjGz4PS6sl&feature=results_main&playnext=1&list=PL193E60456E94FFE3
- http://www.youtube.com/watch?v=1ICuHhbHzMA&feature=related
- http://www.youtube.com/playlist?list=PLF35F348BD5E659CB
Body Language – Eye Contact

• **Maintain eye contact** with the audience, this helps to establish rapport with the audience.

• **Avoiding eye contact** can be interpreted as a sign of insincerity. It’s also a sign of nervousness.
Body Language – Facial Expressions

• Maintain a **positive and pleasant facial expressions**. If you look relaxed and confident, the audience will have a positive feeling about you!

Body Language -- Posture

• **Stand up** rather than sit
Some speakers like to move close to the audience. This could be a bad idea. It is less distracting for the audience if you stay in one place. There is a tendency for some speakers to walk towards the middle of a U-shaped (‘horseshoe’) audience.

- Don’t fiddle nervously with slides, pointers and other pieces of equipment. Clasp hands loosely together in front of you.
- Rest hands by your sides.
- Hold something, e.g. a pen or your note cards in one hand.
- Place one hand on a corner of the podium or equipment.
What Hand Gestures to Use

- Emphatic Gestures
- Descriptive Gestures
- Locative Gestures
- Transitional Gestures

Images:
HOW to Use the Stage When Speaking

Reference:
http://www.youtube.com/watch?v=iGylsv1l9mQ&feature=related
Signposting expressions

• Saying what is coming
  In this part of my presentation, I’d like to tell you about...
  Let me give you a brief overview ...

• Moving on to the next point
  This leads directly to the next part of my talk.
  Let’s move on to the next point.
  Let’s now turn to the next issue.

• Indicating the end of a section
  This brings me to the end of my second point.
  So that's the background....
Signposting expressions

• Referring back
   As I mentioned before, ... / As I said earlier...
   As I pointed out in the first section, ...
   Let’s go back to what we were discussing earlier.
   Let me now come back to what I said earlier.

• Summarizing a point
   I’d like to sum up the main point.
   Let me briefly summarize what I’ve said so far.
Now, your turn...

Complete the sentences with the words:

**back . covered . discussing . Inform . leads . wanted main points . sum up**

1. Let me now summarize the _____.
2. We will be ______ our sales targets today.
3. In my talk I’ll _____ you about new marketing techniques.
4. Before I move on, let me just ______ what I've said so far.
5. I think we have _______ everything for today.
6. OK, that’s all I _______ to say about management.
7. This _______ directly to my second points
8. Let’s go _______ to what I said at the beginning of my presentation.
References

Body Language in speaking
- http://www.youtube.com/watch?v=wmjGz4PS6sl&feature=results_main&playnext=1&list=PL193E60456E94FFE3

Allan Pease Body Language
- http://www.youtube.com/playlist?list=PLF35F348BD5E659CB

Secrets of Body Language
- http://www.youtube.com/watch?v=AQENwD-QIRA&feature=related