

BODY LANGUAGE

For Every One

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What is Body Language?

Body language is nonverbal communication that involves body movement. "Gesturing" can also be termed as body language which is absolutely non-verbal means of communication. People in the workplace can convey a great deal of information without even speaking; through nonverbal communication. Not all of our values, beliefs, thoughts and intentions are communicated verbally. In an ongoing communication, most of those are communicated non-verbally. In Non-verbal communication, our human body expresses our feelings and intentions through ***conscious and unconscious movements and postures, accompanied by gestures, facial expressions, eye contacts and touch.*** This collectively forms a separate language of the body within the ongoing communication. This is called ***Body Language.***



How Does the Body Speaks?

Our human body speaks through the conscious and unconscious movements and postures, hand gestures, facial expressions, eye movements and touch. Each of these physical movements of the body parts could be seen as separate words and can be interpreted differently by other human beings within a given context of communication.



Why is Body Language Important?

Since interpretations of body language differ from people to people and cultures to countries it is important to learn about them. Body language alone comprises of 55% of total communication whereas spoken words comprise of 7% and tone of voice comprise 38%.

Types of Body Language

Body language is usually grouped along two lines...

- Parts of the body
- Intent

So what types can be found in each group?

Parts of the body

From head to toe, here are the groups when grouped for body parts:

The Head - Movement and placement of the head, back to front, left to right, side to side, including the shaking of hair.



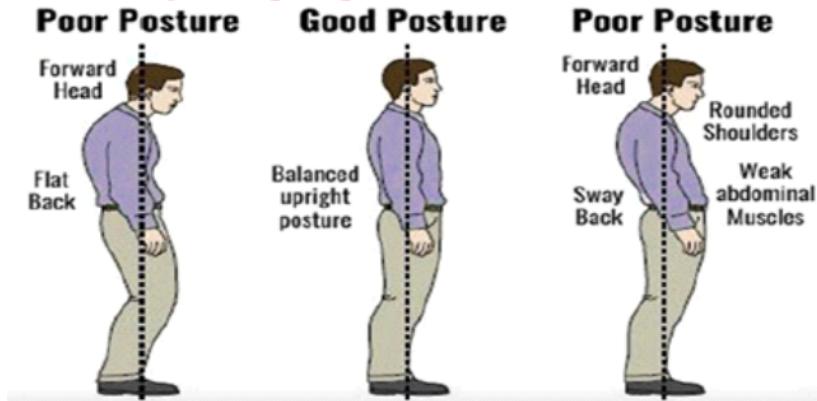
- **Facial Expressions** - The face has many muscles (anywhere between 54 and 98, depending on who you ask) that move several areas of the face. Each combination of movements of the following face elements communicates a state of mind:
- **Eyebrows** - Up, down, frowning.
- **Eyes** - Left, right, up, down, blinking, eye dialiation.
- **Nose** - Wrinkle (at the top), flaring of the nostrills.
- **Lips** - Smiling, snarling, puckered, kissing, opened, closed, tight.
- **Tongue** - In, out, rolled, tip up or down, licking of lips.
- **Jaw** - Open, closed, clinched, lower jaw left or right.

Body Posture - The way you place your body and arms and legs, in relation to each other, and in relation to other people:

- **P** osture and gestures.
- **E** ye Contact.
- **O** rientation.
- **P** roximity.
- **L** ooks Appearance.
- **E** xpressions of Emotion.



The Body Language of Posture



Facial Expression



- All facial organs on human face indicates facially expressive message.
- These are hair, forehead, eyebrows, eyes, mouth, chin, nose, lips, ears, teeth, tongue etc.
- Facial expressions come naturally hence it is beyond the control of speaker.

Dress & Appearance

- The kind of dress we use & the way in which we groom ourselves shows our status & attitude.
- We influenced how others look & clothes they wear
- Physical attractiveness plays an important role in our assessment of people.
- Persons dress & physical appearance conveys great deal of information about him.



Business Casual



Professional



Eye Contact

- Eye contact has very much in face-to-face communication.
- Absence of eye contact shows lack of interest & understanding.
- We look faster than listen or talk.
- Eyes are human windows except them there is no life.
- The speaker must look in to the eyes of the audience from right to left & left to right this will built up the confidence & eliminate the nervousness.
- It build the rapport between the speaker & the listener.



To Improve Your Body Language

- 1- SMILE! ::::::::::::::::::::
- 2- Keep an open space before your upper torso. E.g. don't fold your arms, hug your bag, or put things on your lap.
- 3- Have eye contact. Important to establish connection.
- 4- Be comfortable in your space. Don't fidget, don't squirm, or don't lose yourself in your body.
- 5- (For ladies) When resting on your hand, keep the insides of your hand faced outwards. This makes you appear more open.
- 6- Minimize movement that distracts. Don't finger drum, nail bite, skin peel, or scab pick.
- 7- Slow down your pace. (for fast talkers). Move slowly if you have to adjust your position.
- 8- Be inclusive in your actions. E.g. reduce the physical distance between you and the other person, smile, maintain eye contact, and make occasional gestures towards the other person.
- 9- Be open with your emotions. If you are sad, happy, or surprised, show that on your face.
- 10- Pace yourself to much the other person. At the end of the day, everyone is different. Assess each person individually and adopt the body language that will help you best connect with him/her.

IMPROVE YOUR BODY LANGUAGE



Dos and Don'ts (+VE & -Ve): Receiver Friendly:

Keep your Body Language "Receiver Friendly"		
Friendly (+ve)	Body Language	Non Friendly (-ve)
Smiling	FACIAL	Tight Lipped
Relaxed Mouth		Grim Smile
Alert		Raised Eyebrows
Ready to Listen		Jaw Muscles Clenched
Pupils Dilated	EYES	Looking Down Nose
Good Contact		Lack of Contact
Wide Open		Narrowed
Straight	HEAD	Bowed
Mildly Nodding		Shaking
Open		Crossed Arms
Erect	BODY POSITION	Legs Crossed Away
Leaning Forward		Cold Shoulder
Open Hands		Tapping Fingers
Touching	HAND GESTURES	Closed Hands
Hand to Chest		Finger Wagging





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