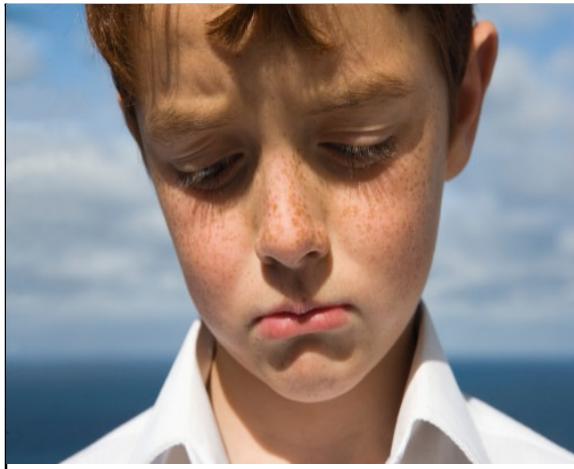


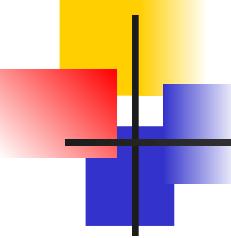
Presentation Skills

Body Language

Le Thi Khanh Hoa, MA

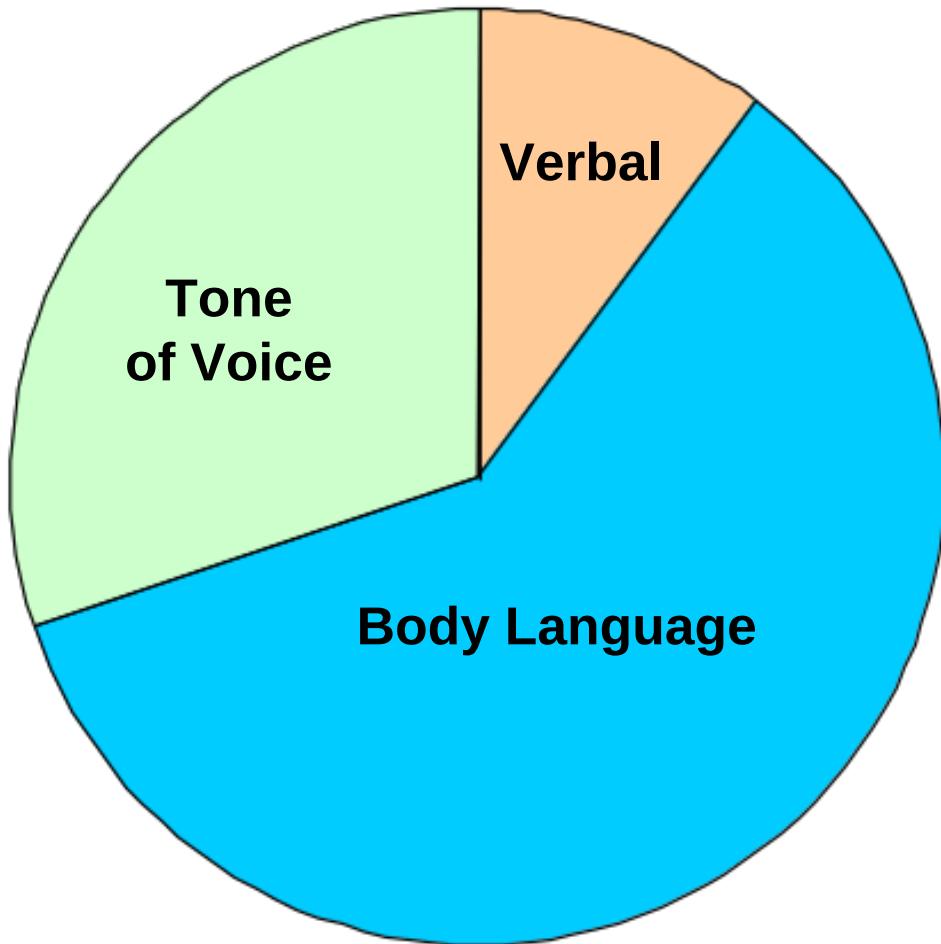
Look at the photographs below, and make a few notes on what you think their body language is saying.

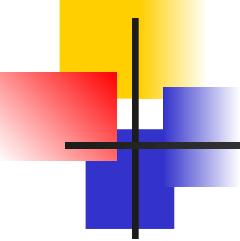




Getting in touch with the way the other people feel

93% communication is non verbal





Delivering

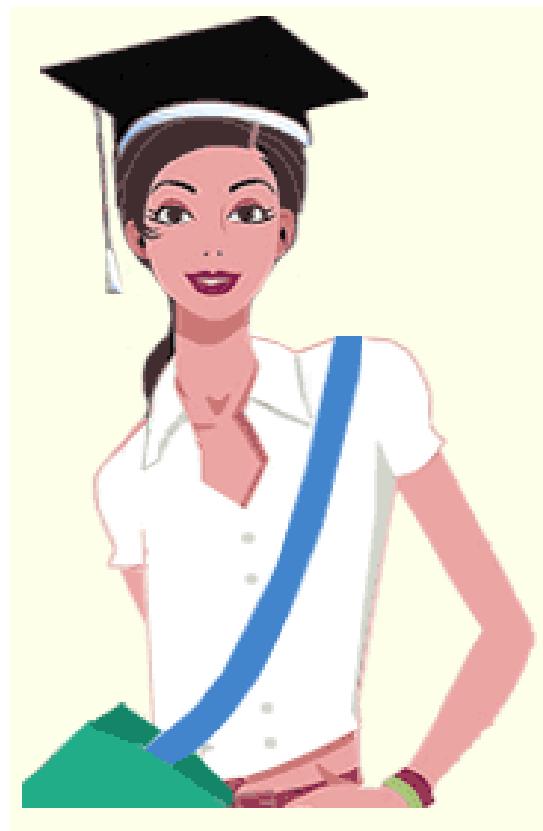
Hair style?

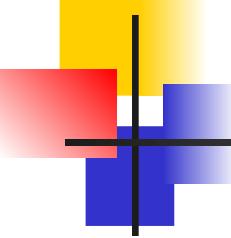
Attire?

Voice?

Eye contact?

Facial Expression?





Outline

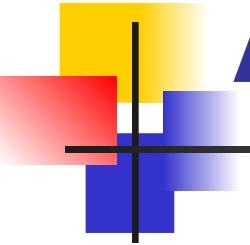
Appearance

Body Language

Voice

Position



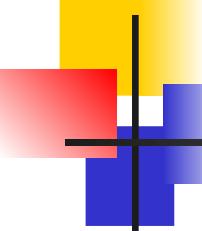


Appearance

Clothes

Accessories

Hairstyle



Appearance - Clothes

Appropriate to context and audience

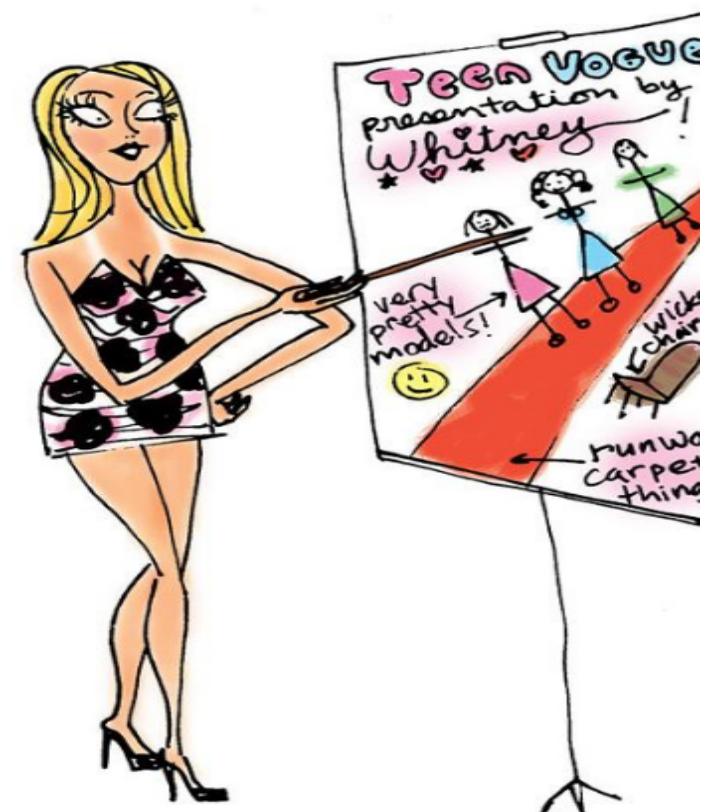
Example: a business presentation

- **For men**, a suit or a long-sleeve shirt and tie is preferable.
- **For ladies**, wear a skirt or a national dress.
- Avoid tight and revealing clothes.
- Choose business-like or conservative styles.
- Wear colours (like white or **light blue**) that do not distract others

Appearance - Clothes

(cont)

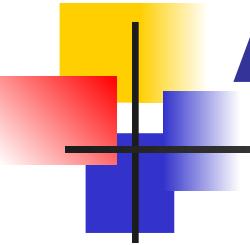
Appropriate to context and audience



Appearance - Clothes

(cont)



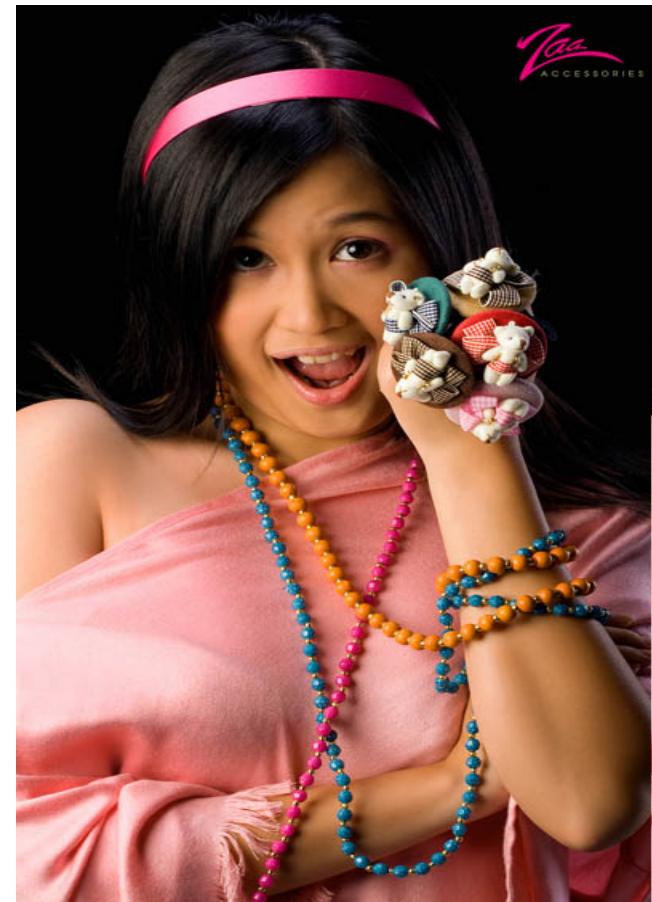


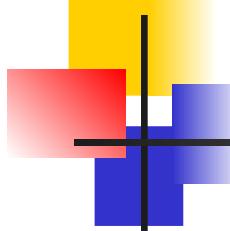
Appearance - Accessories

- Keep all electrical accessories (hand phone, organiser, pager etc) out of sight and turned off.
- Use practical and comfortable shoes
- Wear less jewellery, bags, scarves, hair accessories etc.
- Avoid garish, humorous and stained ties.

Appearance - Accessories

(cont)

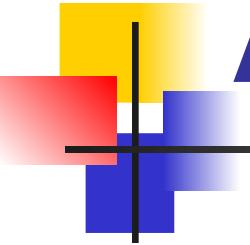




Appearance - Accessories

(cont)

- Clean
- Not distracting
- Perhaps off the face or neatly styled for a corporate look



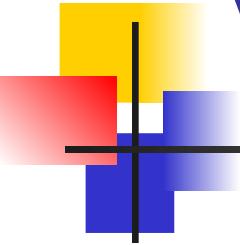
Appearance - Hairstyle



Appearance - Hairstyle

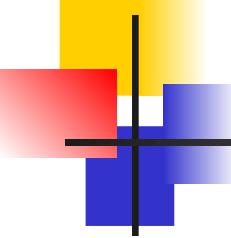
(cont)





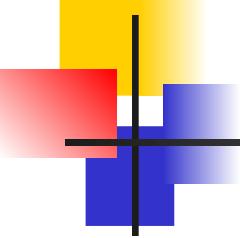
Voice

- Project your voice
- Speak low, avoid high pitch voices
- Phrasing – do not break up phrases, for example
 - ✓ *Incorrect: Vermicelli flour is / made from / rice and/ rice comes from/ paddy fields.*
 - ✓ *Correct: Vermicelli flour is made from rice/ and rice/ comes from paddy fields.*



Voice (cont)

- **Volume** - speak up with sufficient volume to fill the room
- **Pitch** - Avoid a tense and irritating high pitch.
- **Pace** - Variations in pace will assist you in using your voice.
- **Speak clearly** - clear articulation is essential, don't be lazy in your speech.

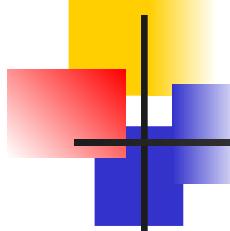


Body Language

Facial Expressions

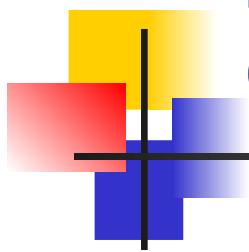
Eye Contact

Gesture



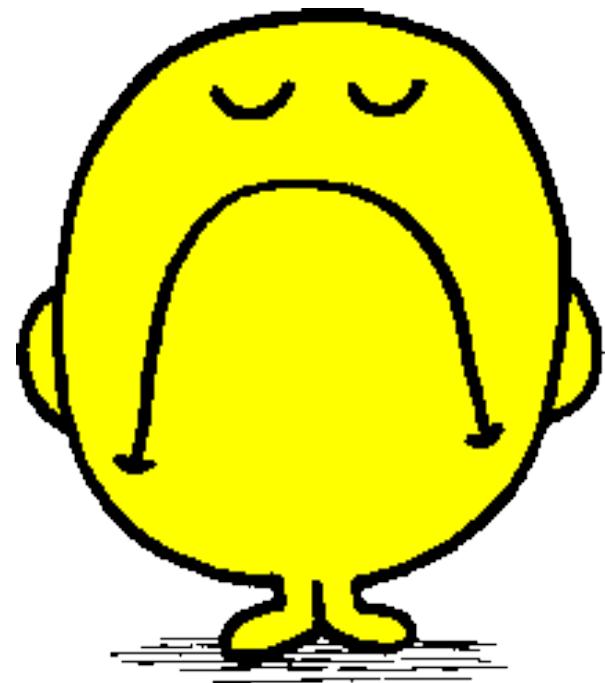
Body Language - Facial Expression

Keep an expressive, relaxed and pleasant face. This will create bonds with your audience



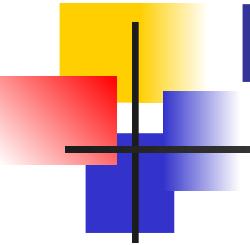
Body Language - Facial Expression

(cont)



Body Language - Eye contact

- Look at the audience and maintain eye contact as much as possible.
- DO **NOT** fix on an individual
- Keep an eye on the audience's body language



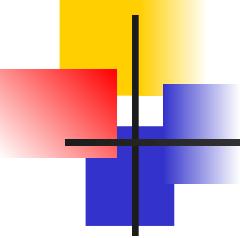
Body Language - Gesture

- Move arms and hands in a flowing and relaxed manner
- Time the gestures consistent with the ideas being expressed
- Support your hand gestures with head and body movement
- Don't be artificially repetitive with gestures

Body Language - Gesture

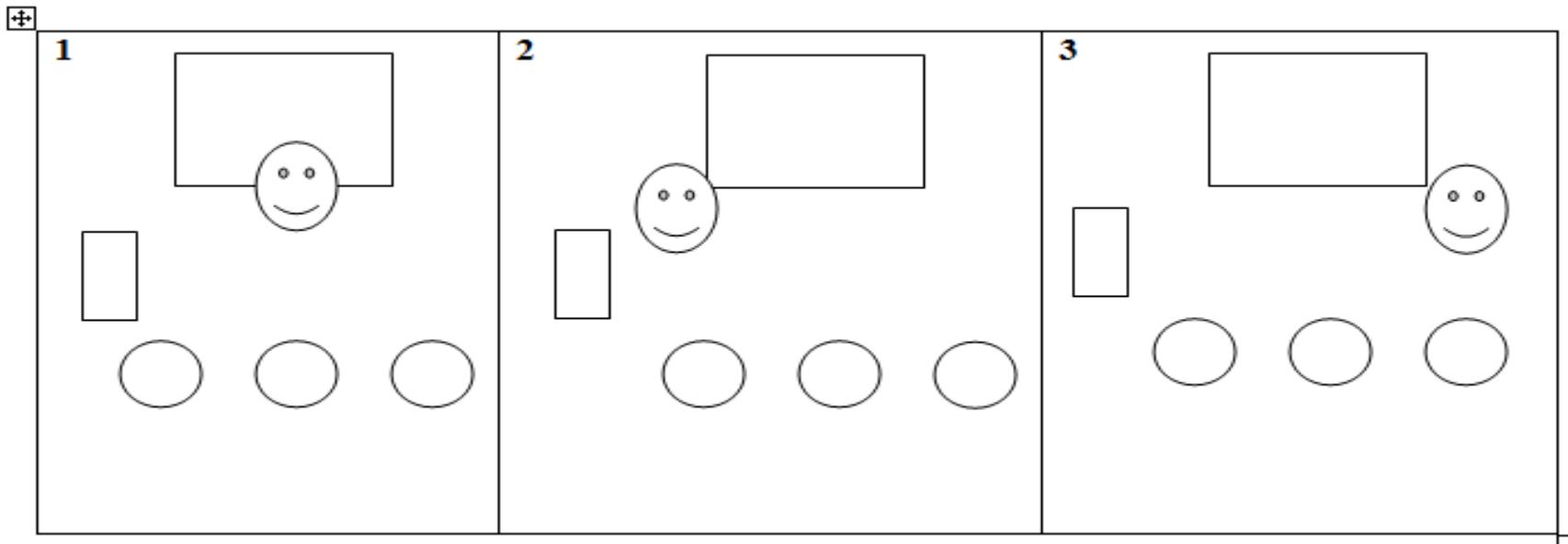
(cont)

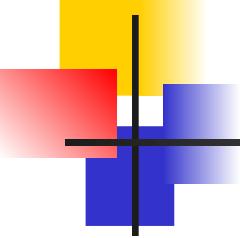
- Lean forward to emphasize
- Move to side to indicate a transition gesture
- Indicate importance by up and down head motions
- Shrug shoulder to indicate I don't know or care
- Do not move about too much. Pacing up and down can unnerve



Position

*right position of
the presenter???*





Position (cont)

***Stand in a position
where you do not
block the screen***