

The power of body Language

1

**Become a better
presenter.**

2

**How to get your
dream job.**

3

Interview questions.

10% of the message is with words, 40% is conveyed by tone and speed, 50% is by the use of your body language.

HOW TO BECOME A BETTER PRESENTER

TAKE A BREAK

Use short breaks in your presentation. Tell your story as you would tell your friends. Think about your first sentence.

POSTURE

Your shoulders and feet should make a rectangle, which indicates a good posture.

START

When you are about to start your presentation, make sure you stand firm.

Walking around is possible, but make sure that you have a stable position..

ARMS & HANDS

Do not block the front of your body, this could create a barrier. Putting your hands behind your back indicates that you are waiting for instructions. Use your hands and arms, which makes the barriers between you and your audience smaller.

CONTROL

Use your space wisely. Put the attention on your audience and walk around. You are the one that controls your pitch or presentation. Don't be afraid to walk around, this keeps your audience attention.

EXPRESSION

Your facial expression is also valuable. Using your emotions makes your presentation much stronger. It helps your audience to understand the story and works as a great energizer in the room.

EYES

Don't focus on one point in the room instead make a connection with your audience. This is also a good way for you to see how your presentation is going. If you see that people get bored, you must do something about it. Ask them a question or involve them in any other way.



HOW TO BECOME A BETTER PRESENTER **ONLINE**

Facial expressions

Try to show your emotions while speaking.

Communication via Zoom or Teams is already hard enough, and your poker-face isn't helping. Be aware that your audience depends on your facial expressions since they can't see your whole body. Make sure you know your facial expressions and that they convey the signs that you want to make.

Furthermore, don't forget to smile.

Posture

We always sit down, which is fine. But while you sit, make sure that you are aware of your posture. For example, someone who doesn't sit straight doesn't give us the impression of being present and interested. Moreover, sitting up straight affects the clarity of your voice. Pay attention to your shoulders, people have the tendency to put their shoulders up when they are frustrated and uncomfortable. Try to focus on sharing a calm vibe and put your shoulders back.

Voice

Your voice is powerful, and that's why you should use it right. Use your voice to boost energy. Don't just talk at one tone, but bring some energy and enthusiasm. Try to speak calmly and be aware of your volume.

Eyes

You don't want to give a bad impressing, right? Well, don't look away then. Look in de camera and don't look at any other tab, this indicates that you aren't focused and not interested.

Movements

Nervous? Research has shown that touching your face indicates that you are nervous. Sudden movements are distracting for your audience. Find your nervous tick so you can change your habits.

Talking with your hands makes your message better to understand. However, doing this too much can be experienced as annoying and distracting. Try to use your hands and show your hand palms, which indicates personality and calmness.



SUGGESTIONS



POSTURE

Standing up might be scary, but it will boost your energy. It also gives your audience lots of energy and positive vibes. Be confident, and try it out!

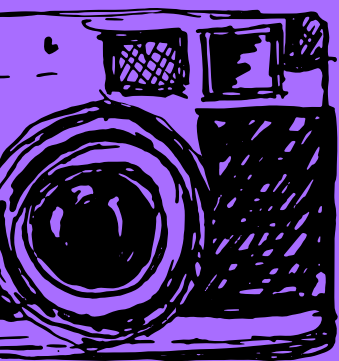
MIRROR

I know, we are all obsessed with how we look. Online video-calls make it possible to look at ourselves, and we are obsessed with it. But keep in mind that an online meeting costs lots of energy, and when we also worry about our appearance, it cost us even more. Looking at our image isn't such a great idea; it distracts us from what is important. Instead, focus on the meeting and your audience.



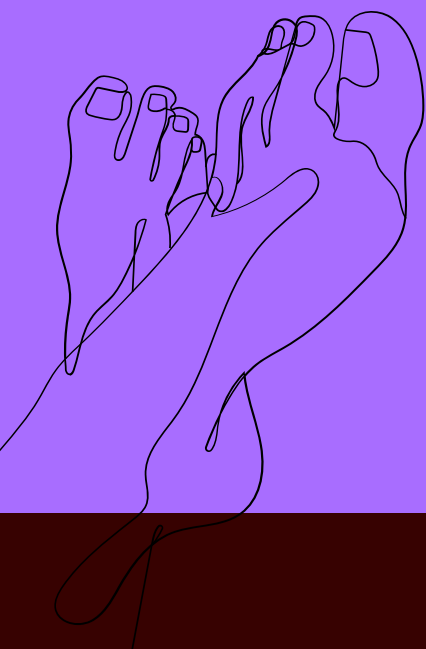
FACE

Seeing only your face is not that excited. Put your laptop 1 / 1,5 meter in front of you, this way people can see more of you than your face.



CAMERA

Do you want to start powerful? Show your confidence by looking in your camera instead of your screen.



FEET

When you do not have both feet on the ground, it could be harder answering complex questions. Having both feet on the ground, helps you to go between rational thoughts and creative thoughts.

HOW TO GET YOUR DREAM JOB



1 BEFORE

At all times, you should be aware of your body posture. Make sure that your shoulders are back, your back is straight, and your feet are firmly on the ground. When seated, you should place your bag on your left side. When the interviewer greets you, you can shake their hand without the awkwardness. Although when you are lefthanded, this will work the other way around. Do not forget to smile when you first meet the interviewer.

2 THE HANDSHAKE

Skip the weak and long handshake. A handshake shouldn't be longer than two seconds.

More importantly, do not put your hands on the table. This indicates that you want to control them. Also touching your hair during the interview gives the impression that you are uncomfortable, unconfident and anxious.



3 NERVOUS

You might be so nervous that you change your body posture frequently. This shows the interviewer that you are nervous, which can result in doubts about you. Furthermore, touching your rings or buttons can indicate your stress level.

If you know that your nerves will take over control, you might want to take ten deep breaths. This reduces the heart rate, stress level and blood pressure.

4 THE CHAIR

When you are about to sit down, make sure your back is against the chair. This indicates confidence. Make sure you don't slump.



5 EYES

While having a conversation, do not only focus on the eyes of the other person. Also, look at the face, this shows that you are interested. Looking every two seconds at different parts of the face is a more effective way of showing your interest. From the top of the face to the bottom, rotating works.

6 HANDS

Use your hands while speaking, this makes your message more convincing. Also, hiding your hands indicates distrustful behaviour. The inside of your hand shows personality and positivity. Moreover, positivity can make the other person feel comfortable.

DREAM JOB



7 FEET

Put both feet firmly on the ground. Crossing the knees and switching is distracting and could indicate that you are nervous or in a rush. However, when you cross your ankles, you could switch without anybody noticing.

When you do not have both feet on the ground, it could be harder answering complex questions. Having both feet on the ground helps you to go between rational thoughts and creative thoughts.

8 TALK & NERVES

Be aware of your breathing. While focussing on this, it might calm your nerves. Inhale when the other person is asking a question and exhale while you answer the question.



9 INTEREST

If you want to show that you are interested, nodding your head helps. It shows a connection and that you understand what the other person is saying.



10

ONLINE

A job interview could be online. It might help to stand up and walk during your online interview. Putting your feet on the ground will help you answering questions sharper, this has everything to do with your hemisphere, the left and right side.



HOW TO ANSWER THE QUESTIONS?

THE 10 MOST IMPORTANT QUESTIONS

1

THE INTRODUCTION

The interviewer will ask you to tell something about yourself. It helps when you already know what you want to say.

Find a balance between personal information and practical information. Start with personal details which aren't directly related to work, such as your hobbies, education, family and what motivates you in life.

Sharing fun facts is also a great way of showing personality.

2

THE JOB, WHY ARE YOU INTERESTED?

Why are you a great fit, and why should they choose you? These are questions that you should think about before the interview. You might want to think about your qualities and what you have to offer.

When they ask you why you applied for this job, you should already know what to say. This question is great for sharing your knowledge about the company and the job. Search for their values, culture, products, CEO and vision/mission.

Connect those elements, talk about why your qualities match the company's needs and culture. Don't beat around the bush, be specific and give clear answers.

3

ARE YOU THE BEST?

The interviewer has to find out if you meet all the requirements. Again, think about your qualities, what makes you stand out from the rest and how you want to convey this. Look at the job qualifications and look for the connection with your qualities. While answering this question, make sure you think about your body language and your confidence.

4

STRENGTH.

The interviewer might ask you about your strengths. Talk about characteristics that show a connection between you and the job. Address what makes you more qualified than others.

Work with examples, such as a situation when you used your greatest strength. Use your professional experiences from your previous jobs.

5

WEAKNESS.

Use your weaknesses for addressing positive characteristics. The interviewer is going to ask you about your weaknesses. They are doing this so they can see how well you deal with challenges and learning new things. Change your imperfection into a strength.

6

WHY DID YOU RESIGN YOUR JOB?

Stick to the facts and be honest about why you left your job. Focus on the future and give direct answers.

7

SALARY.

Think about what you expect to get paid. When you do not know this, you can calculate this online.

8

STRESS IN THE WORK ENVIRONMENT.

Giving examples is a great way of showing how you deal with stress in a work environment. Think about the actions you take when there is an issue and how you reflect. Be honest about this and never say that you do not experience stress at work.

9

WORK SITUATION.

Often the interviewer wants to know how you function in different situations. They might ask how you handle a tough situation or argument with your co-workers. Tell them about the actions you took and how it might have changed your work method. The interviewer wants to find out what your working style is and if this matches with the company.

Again, think of detailed examples that show your working method and how you handled it positively.

10

GOALS.

The interviewer wants to know if this job is a long-term decision or that you're waiting for a better opportunity. Think about your long-term goals and how they match the job description. Your answers should be focused on your future job and make sure you show the connection between your goals and the company.