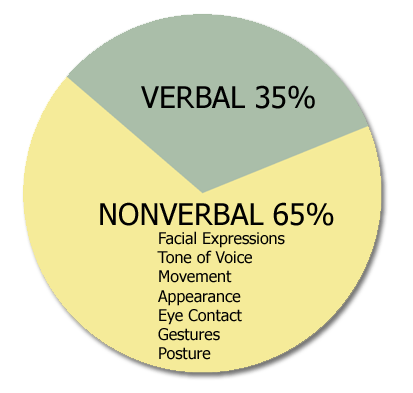
**Communication: Body Language**

**20 min (7-10 min each)**

What is relevant about this topic and why should anyone care about it?

* Communication means interaction
* Talk about the importance about body language in communication: (decide later)

Starting with a question: **What do you think is more important: verbal or non verbal communication?**



**Rise your hands ☺**

<https://tylerbeardshow.wordpress.com/2015/09/01/verbal-and-non-verbal-communication/>

Let’s define Verbal and Non-Verbal communication. Verbal communication is the words that are being said. Non-Verbal communication is everything from facial expression and gestures, voice inflections and tone, body movement and posture, the medium of communication (face to face, video call, phone, email), and anything else that may add to the final message of the listener or receiver of the message. It seems that facial expressions and gestures plus body movement and posture encapsulate sign language, right?

* Overview of the talk

<http://www.livestrong.com/article/128321-nonverbal-communication/>

* + Sergiu
    - Tone of Voice
    - Facial Expression
    - Gestures
    - What is on my slides?
    - Important for the handout
  + Lilo
    - Eve contact
    - Movement
    - Postures / Appearances
* Layout: Powerpoint
* Layout: Handout
* Power Poses with examples:
  + High power pose
  + Low power poses

Source:

TED talk:

Taking Home Message:

Your mind will change your body and your behaviour: Just believe in you and fake it till you make it

**Communication**

Hello everybody, my name is … and together with … we will talk about an important topic that affects all of us, every day, when **interacting** with other people: It’s **communication**

It is always a two way process: Participants exchange information, news, ideas or feelings. We use our words, to generate and exchange content but furthermore use our whole body, to accent or reinforce spoken words.

Communication is devided into three ways to communicate:

* **Verbal**
* **Para-verbal**
* **Non-verbal**

Comparing the impact the tree way of communication: *What do you think is more important?*

* **Verbal 7%**
* **Para-verbal 38%**
  + - Tone of Voice
* **Non-verbal 55%**

That means:

* + - Facial Expression and eye contact
    - Gestures
    - Postures
    - Appearances

That’s why we want to focus on the nonverbal part of communication in our presentation and tell you more about the following points:

…. Sergiu

Lilo:

Keeping the importance of the single parts I now want to focus on the whole body: on your postures and appearances

Focus on your body: **How are you feeling and sitting right now?**

* + Maybe you are crossing your legs, you are holding your arms like this (crossed), you are slouching *[slautsch]* in your chair - and making yourself smaller
  + Perhaps you are feeling tired and would like to stretch out your arms?
  + Focus on your body language while listening!

**Posture:**

The posture of both the speaker and the listener **convey a message = the way you sit or stand**

* + - it shows whether you are interested / bored, attentive /inattentive, secure / insecure
    - receptive: - upright posture  
       - facing a person when you speak or listen

🡪 Interaction

* + - rude / disrespectful: - slouching  
       - looking the other way or staring at the ceiling

🡪 Yawning / doing something else

🡪 Attention is the basis of communication to understand the speaking-partner

🡪 With your body you show the other person whether you are taking attention or not!

**Appearance:**

If we seem to be self-confident or not is very important in our daily lives:

* **Business**
  + Networking
  + Interviews
  + Presentations
  + Successful Negotiations
* Private lives:
  + Dates
* Did you know, it takes **7 seconds, to make a judgement about a person** when first meeting her or him??

🡪 vgl. Peter Guber (American film director):   
“Language is a more recent technology. Your body language, your eyes, your energy will come through to your audience before you even start speaking.”

* **Also interesting,** that we take the most of our world around us by our eyes.
* How can we deel with this?
  + There are body expressions, that we use – no matter where we come from – that express Power: eg:
    - Marathon champion: Rising his hand! …
* With this in mind I now want to give you some recommendation how you can give yourself a boost, to feel more powerful and confident in just two minutes with **power poses**.

Amy Cuddy, a social psychologist and Professor at Harvard Business School found out, that with this poses:

* + Our bodies increase the level of testosterone by 20%. Testosterone boosts confidence and motivation.
  + Our bodies decrease the level of cortisol by 25%. Cortisol is a stress hormone.

All you need:

* 2 minutes
* Privacy
* Just you
* Than pick a pose and hold it for 2 minutes

Here are some examples: (<https://www.google.de/search?q=Power+poses&tbm=isch&tbo=u&source=univ&sa=X&ved=0CCYQsARqFQoTCJGwha_Y38gCFWKecgod3vANSQ&biw=2034&bih=1088>)

….

🡪 Low power poses

Amy Cuddy recommends us: **“Fake it until you become it!!”** If you feel unconfident before a job interview, make the power poses and you’ll feel much more self-confident. According to her, our bodies will change our minds and than minds will change our behaviour! Thant can lead to big changes in your personal life as well as in Business.

**Taking-home message:**

To sum the matter up we have 3 facts to remember:

1. Be aware of non-verbal communication, which influences 85% of our communication
2. Be self-confident but yourself, meeting new people, they will judge you within the first 7 seconds
3. Make power poses before important situations and take it until you become it

That has been our taking home message!

We hope, you enjoyed our speech

Thank you for listening and if you have any questions feel free.

* The desire of any communication is **understanding!**That means, that the sender has to choose the right language, he has to be sensitive, what impact his behaviour has - that the receiver understands the message correctly.
* Looking at this different categories of communication, Sergiu will now focus on the most important one.

**Vocab:**

To reinforce to make something stronger extra troops will be sent to reinforce the army

To convey to carry to convey a message

Negotiation the process of discussing something with someone in order to reach an agreement

**Source:**

<http://www.skillsyouneed.com/general/what-is-communication.html>

<https://tylerbeardshow.wordpress.com/2015/09/01/verbal-and-non-verbal-communication/>

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