
UNIT 11 BODY LANGUAGE

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11.0 OBJECTIVES

This Unit will help you to understand the importance of body language i.e. non-verbal communication. We use body language as much as we use verbal communication, to communicate or while communicating verbally. Our body language sends strong signals, positive as well as negative to the person(s) who listen. A lot of guidance is given in this Unit to get your body language right while communicating with others.

11.1 WARM UP

Go back to Section 8.1 in Unit 8, where you identified three presentations which you had attended in the near past. These are:

- 1)
- 2)
- 3)

You also wrote down what you liked /enjoyed and also what you did not like/enjoy in each of these. Now recollect those three presentations and the body language of the presenter and write below what you appreciated or what you did not like about the body language of the presenter.

Presentation 1

Liked	Disliked
a	a
b	b
c	c

Presentation 2

- Liked**
- a
 - b
 - c

- Disliked**
- a
 - b
 - c

Presentation 3

- Liked**
- a
 - b
 - c

- Disliked**
- a
 - b
 - c

Activity

1) While making a presentation, what type of body language you think the presenter should exhibit to ensure that the audience actively listens to the presentation?

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11.2 OBSERVING OTHERS

Knowingly or unconsciously we are always observing each other. You should always be aware of the fact that you are being observed continuously! You too must be doing that where others are concerned. It is also a fact that we usually don't tell others anything about their good as well as bad body language.

When you are with a group of five or more people the next time, observe them closely and identify the body movements or actions of at least one person that indicates

- enthusiasm and interest
- confidence
- power and control
- boredom and disinterest

Discuss your findings with members of the group.

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11.3 READING COMPREHENSION: BODY LANGUAGE DURING INTERVIEWS

Communication between people takes place in various ways. It is estimated that only about 10% of a message is communicated through verbal communication! We often cannot determine the truthfulness or sincerity of people by what they say. Very often words transmitted verbally do not reflect what people really feel. The only way you can determine their true inner feelings is by reading their body language. It is often difficult to question a person directly because even her/his replies may not indicate what s/he really feels or thinks. From her/his body language you may not get convinced that what s/he is saying is true.

Here are some examples of body language and their interpretations:

Brisk, erect walk	Confidence
Standing with hands on hips	Readiness, aggression
Sitting with legs crossed	Boredom
Sitting legs apart	Open, relaxed
Arms crossed on chest	Defensiveness
Walking with hands in pockets, shoulders hunched	Dejection
Hands on cheek	Evaluation, thinking
Touching, rubbing nose	Rejection, doubt, lying
Rubbing eyes	Doubt, disbelief

When you appear for an interview, it is important to remember that besides your resume, you are going to be watched for the clothes that you wear and how you present yourself during the interview. Even before a word has been spoken, your body language would have already given the people on the panel their first impression of you. Based on your body language, they would be able to assess if you come across as insecure or self assured. It can also tell others if you are an assertive or a quiet type of person. It also reveals whether you are speaking the truth or not. Body language can also show if you are prone to stress or not. It can show how enthusiastic you are and whether you are a nice person, someone who will take work seriously and yet have a sense of humour. The members of the panel will ask you questions, but they will pay attention not only to what you say but also to how you say it.

Everybody uses body language, but it takes place mostly at the subconscious level. By becoming more aware of your own body language and by watching the body language of others, especially leaders and successful people, you can definitely improve your own body language.

During job interviews, try to adopt a posture that shows interest but despite the obvious stress do try to come across as being relaxed. You should change your body posture during the interview. For example, when someone says something, it is good to turn a little with your shoulders towards that person and also to lean forward a little. This shows that you are taking an interest in what the other

person is asking or saying. It is also important to pay attention to the body language of the persons who is interviewing you.

Sometimes, your hands are an obstacle during job interviews rather than a useful means of communication. In a difficult situation we fold our arms across our body. During a job interview it is better not to do this, because it can be interpreted as a defensive gesture. It is better to let your hands be on your lap or place them on the armrest of your chair. From these positions it is also easy to support your words with hand gestures. Hand movements also help to liven up the interview. It indicates that you feel at ease and are relaxed. However, do not make too many hand movements as it may be a distraction. Do pay attention to inadvertent movements that you may make sometimes due to nervousness. For example, shuffling your feet or kicking against the leg of the table can be very irritating to others. So also drumming with your fingers can be a distraction.

It is also important to show through your body language that you are listening to the people interviewing you. Looking directly into somebody's eyes or looking away actually serves as the dots and commas in your spoken sentences. When one of the panel members explains something or poses a question, keep looking at that person for as long as s/he is speaking. This shows that you are listening. When you answer a question, you should look first at the person who asked the question, but while you answer you should take turns looking at the other people on the interview panel.

Success at the interview also comes from paying attention to the body language of the people interviewing you. Acceptance and irritation of the panel will be visible from their body language. So do be conscious of the body language of the members of the panel.

(adapted from an article "Body language during a job interview" by Frank van Mar Wijk)

Activity

Now that you have read the article, answer the following questions:

- 2) What do the following body gestures indicate?
 - i) Sitting with hands clasped behind the head and crossing the legs

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 - ii) Open palms

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 - iii) Tilted head

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 - iv) Stroking chin

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- 3) What are some of the inherent qualities that your body language may reveal at an interview? List at least one below.

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- 4) What advice does the article give you regarding sitting on the chair at an interview?

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- 5) Some movements of your body could be distracting and irritating. What are these?

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11.4 VOCABULARY: MAKING SENTENCES

Activity

- 6) Make sentences using the following words, ensuring that the sentences bring out their meaning fully.

- i) Convey

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- ii) Transmit

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- iii) Assess

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iv) Self-assured

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v) Prone

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vi) Indicate

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vii) Inadvertently

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viii) Mutual

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ix) Updated

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x) Issues

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11.5 WRITING AND SPEAKING: SPEECH ON BODY LANGUAGE

You have been asked to give a speech to a group of young trainees in your community library on “Body language”. Using the points given below, write a speech which you would deliver to the trainees. Then deliver it to the students at your study centre.

- Importance of body language in communication.
- Examples of a positive body language.
- Examples of a negative body language.
- What type of body language you should exhibit while talking to the public who come to the library.
- Some general advice to the group on body language.

You may use some of the tips given below:

- Look straight into the eyes of the other person, but don't stare.
- Nod when others are speaking to show that you are listening, but don't overdo it.

- Do not slouch but sit up straight, keeping your body erect but in a relaxed manner. This shows that you are professional in your attitude.
- Don't sit or stand too close to anyone, keep enough space around you.
- Take care of your arms and legs, don't cross them.
- Present a smiling face, laughing gently if the situation warrants.
- Keep control of your fingers, don't fiddle with them.
- Dress appropriately, but don't over dress.

11.6 LISTENING: PRESENTATION ON BODY LANGUAGE

Self Check Exercise

Note: i) Write your answers at the space given below the questions.

ii) Check your answers with the answers given at the end of this Unit.

- 1) Listen to the audio recording 'Presentation on Body Language' carefully and fill in the blank spaces in the exercise with appropriate words/phrases.

You may play the CD provided and listen to the audio as many times as you require. Please note that the text of the audio has been provided in the answers section.

- People who are emotionally upset will at once jump to the conclusion that they are a _____, thus increasing their tension.
- One way of learning body language is to _____ the sound of your television. You will notice that what people _____ is not always what their body language _____.
- The ability to read others' _____ makes it easier to know whether the person you are talking to is happy or sad or _____.
- Understanding your own body language will _____ for you to _____ others body language.
- Hidden _____ and intentions can be known by observing people.
- Pushing your hair behind your ear or rolling your _____ could mean that you are _____.
- A person who sits with his legs stretched out before him expresses _____.
- A person waiting for a job interview would be observed to be sitting on the _____ of the chair because he is _____.
- A smile can be considered genuine only if it extends to the _____ as well.

11.7 GRAMMAR: PHRASES AND CLAUSES

Study the following sentences from the text:

- In a difficult situation*, we fold our arms across our body.
 - When we face a difficult situation*, we fold our arms across our body.

- 2) a) Success at the interview also comes from paying attention to the body language *of the people interviewing you.*
- b) Success at the interview also comes from paying attention to the body language *of the people who are interviewing you.*

These are phrases

In a difficult situation ...

... of the people interviewing you.

These are clauses

When we face a difficult situation...

...of the people who are interviewing you.

The following table will show you the difference between clauses and phrases.

Phrases	Clauses
A meaningful group of words	A meaningful group of words
Has no predicate	Has a subject and a predicate
Has no finite verb	Has a finite verb
Dependent on another part of the sentence for completing meaning	Dependent on another part of the sentence for complete meaning
Forms part of a sentence	Forms part of a sentence

A sentence has all the features of a clause but can stand alone as an independent sentence e.g. Rohan hit a number of boundaries

Self Check Exercise

Note: i) Write your answers at the space given below the questions.

ii) Check your answers with the answers given at the end of this Unit.

- 2) Say whether the underlined parts of the following sentence are phrases or clauses.
- The librarian ordered the books from the e-book sites.
 - The books in the store room were covered with dust.
 - He has a bookshelf which is made of rosewood.
 - The librarian was sure that the child had lost the book.
 - He finished his work and went home to sleep.
 - We all ran into the reference section when we heard a bang.
 - I will meet you very soon in the canteen.
 - She came back early from work because she was not feeling well.

3) Separate the phrases and the sentences in this poster.

Children’s Day Book Carnival
At the Central Municipal Park
On Friday, 14th November
2 p.m. to 6 p.m.
Attractions
Lots of Books and CDs
Lots of Food and lots to Drink
On the spot competitions – story telling, quiz, recitation
On the spot prizes to be won.
The Chief guest, Mr. Sanat Kumar, well-known children’s writer will
distribute the prizes at 4 p.m.
Entry by tickets only
Children below 12 years must be accompanied by adults.

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4) Complete the following sentences with phrases or clauses as indicated in the brackets.

- i) Mithu has a talking book _____. (clause)
- ii) _____ Rajni, stopped at Mr. Kumar’s shop to give him the good news. (phrase)
- iii) I showed her the library _____. (clause)
- iv) They returned _____. (phrase)
- v) We cannot go to college _____. (clause)
- vi) _____ we are playing against the Chennai team. (phrase)
- vii) _____ his mother gave him some fruit to eat. (clause)
- viii) I will meet you _____. (phrase)
- ix) The sun rises _____. (phrase)
- x) I don’t know _____. (clause)

11.8 SUMMARY

Remember that oral communication needs to be complemented with body language to make communication complete. People watch you more than they listen to you. So give as much importance as you can to your body language while attending interviews, at group discussions, while making presentations,

etc. It is not difficult to change your body language style, though it takes time since it is more a habit. Observe others, learn from others, accept weaknesses of your body language, and practice the new styles regularly: you will be able to overcome your weaknesses.

11.9 ANSWERS TO SELF CHECK EXERCISES

Text: Presentation on Body Language

Body language is noticed by everybody but is not always given enough attention. We sometimes ignore it and try to hide behind words, but we should never forget that we cannot fool everyone.

Children react to body language because they experience the world through intuition. The same can be true for adults when feelings are involved. People who are in bad shape emotionally place great importance to it. In fact, they often pick up the smallest hint of a pause in attention in the person they are speaking to. And they frequently jump to the conclusion that they are boring or a nuisance-thus compounding their sense of depression or poor self esteem.

A way to learn body language is to watch television with the sound turned off and try to interpret what is being said simply from reading the stance and body gestures. You will experience that humans say a lot with their mouth which is contradicted by their body, gestures and other channels of communication.

If we develop increased sensitivity to our own body language, our ability to read others' body language is increased.

This makes it easier to tell whether a person you are talking to is happy, sad sullen or irritated. Or whether he or she is lying to you, or is impatient, or bored. You should also be able to register whether the person appears to like you, agrees or disagrees with you, is aggressive to you, or is suspicious, angry or worried.

Increased attention to body language will allow you to observe hidden feelings, prejudices and sexual intentions.

Body language also includes the movement of arms and legs, body posture, the manner in which you sit, facial expression, gait, eye movements and regular gestures such as stroking your hair, touching your nose etc.

Perhaps you hold your hands close to your face when you talk generally. This is a sign of insecurity. The same is true if you pull a beard or roll a moustache with your hands or fix your hair, perhaps pushing or curling it behind an ear.

When you try to interpret body language, you must try to interpret it in relation to what is being said with words; otherwise misunderstandings can easily arise. It must be judged as a whole. Several elements must be in accordance if you are to draw any firm conclusions about a person.

In order to reach your conclusion you must also pay attention to facial expression, the mouth's position, eye movements and pupil dilation and retraction.

Research has shown that the speaker’s face is the most reliable source of information about the mood of a person. It is through visual experiences that happiness, surprise, anger or contempt is communicated while auditory experiences communicate fear. In order to ascertain the mood of the speaker you must observe facial muscles. How they are tightened and loosened, how the lines around the mouth are softened, how the wrinkles around the eyes can made them shine with happiness when that is the feeling the face has to express.

The same features express anger and contempt, while softer features are taken to express kindness and friendliness-but note, only if the feelings also extend to the eyes. A mouth that smiles without the eyes smiling as well, sends signals of falseness and unreliability.

- 1)
 - i) nuisance
 - ii) turn off, say, suggests
 - iii) practice
 - vi) make it easier, understand
 - v) feelings
 - vi) moustache, insecure
 - vii) indifference
 - viii) edge, nervous
 - ix) eyes

- 2)
 - i) The librarian ordered *the books from the e-book sites*. Phrase
 - ii) *The books in the store room were covered with dust*. Clause
 - iii) He has a bookshelf *which is made of rosewood*. Clause
 - iv) The librarian was sure *that the child had lost the book*. Clause
 - v) He finished his work and went home *to sleep*. Phrase
 - vi) We all ran into the reference section *when we heard a bang*. Clause
 - vii) I will meet you *very soon in the canteen*. Phrase
 - viii) She came back early from work because she was not feeling well. Clause

- 3)

Children’s Day Book Carnival	Phrase
At the Central Municipal Park	Phrase
Lots of Books and CDs	Phrase
Lots of Food and lots to Drink	Phrase
On the spot competitions – story telling, quiz, recitation	Phrase
On the spot prizes to be won.	Phrase
The Chief guest, Mr. Sanat Kumar, well-known children’s writer will distribute the prizes at 4 p.m.	Sentence
Entry by tickets only.	Sentence
Children below 12 years must be accompanied by adults.	Sentence

- 4) i) Mithu has a talking book which is very informative. (clause)
 ii) The excited girl Rajni, stopped at Mr. Kumar's shop to give him the good news. (phrase)
 iii) I showed her the library which was at the end of the corridor. (clause)
 iv) They returned at 9'o clock. (phrase)
 v) We cannot go to college as there is a strike by Students' Union. (clause)
 vi) Luckily we are playing against the Chennai team. (phrase)
 vii) Because he was hungry his mother gave him some fruit to eat. (clause)
 viii) I will meet you in the evening. (phrase)
 ix) The sun rises in the East. (phrase)
 x) I don't know where do he lives. (clause)

11.10 ANSWERS TO ACTIVITIES

- 1) Look straight into the eyes of the other person, but don't stare, keep your body straight but in /a relaxed manner, present a smiling face, laughing gently if the situation warrants
- 2) i) Confidence, Superiority.
 ii) Trust, Sincerity, Innocence.
 iii) Interest.
 iv) In the process of taking a decision.
- 3) i) Whether you are insecure.
 ii) Whether you are speaking the truth.
 iii) Whether you are prone to stress.
 iv) Whether you are enthusiastic.
 v) Whether you have a sense of humour.
- 4) i) Have your back against the chair.
 ii) Don't slouch on the chair.
 iii) Don't sit on the edge of the chair.
 iv) Change sitting postures to ensure you face all interviewers.
- 5) i) Too many movements of the hands.
 ii) Shuffling of the feet.
 iii) Kicking the table.
 iv) Drumming your fingers.
- 6) i) His letter does not **convey** his true feeling about the incident.
 ii) We can use a radio to **transmit** messages.
 iii) His style of living makes it difficult to **assess** his status.
 iv) His way of walking indicates that he is a **self-assured** person.
 v) She is always **prone** to accidents, so I am not surprised.

- vi) All the symptoms **indicate** that Ravi has dengue fever.
- vii) The secret just slipped out **inadvertently**.
- viii) The love between the two families is **mutual**.
- ix) This letter will keep you **updated** about the events.
- x) I have no **issues** to settle with you, so please be relaxed.

11.11 REFERENCES AND FURTHER READING

Allan, and Barbara Pease. *The Definitive Book of Body Language*. Australia: McPherson's Printing Group, 2004. Print.

Beattie, G. *Visible Thought the New Psychology of Body Language*. Routledge, 2003. Print.



Here are 11 tricks to better understand body language and communicate more proficiently. Every success-seeking individual must use these tips. Getting your body language down is imperative in life. Whether you're a businessman or a deli clerk, if you deal with people you have to know how to communicate effectively with them. They say up to 93 percent of communication is non-verbal. Therefore, it's essential that you understand what you're saying beyond just the words you're uttering. Here are 11 tricks to better understand body language and communicate more proficiently.

Advertising. 1. Use mirroring. 11.0 OBJECTIVES. This unit will help you to:

- Expand your vocabulary
- Understand non-verbal communication. Face an interview panel
- Recognize the importance of body language
- Improve your own body language
- Prepare and deliver a speech.

11.1 WARM UP. Look around you at the people in the room and identify:

- Body movements that indicate interest
- Body movements indicating boredom.

Body Language is a Term for Communication Using Body Movements or Gestures Instead of, Or in Addition to, Sounds, Verbal Language or Other Communication. It Forms Part of the Category of Para Language, Which Des. Body Language. Body Language. Public Speaking Module. Communication Skills Joel. Active Listening.docx 051110. UNIT 11_1. Uploaded by. Maestra ingl@s. Teacher Self-evaluation Template. Uploaded by. Maestra ingl@s. UNIT 14. Unit 11 through the lens. In this unit you. learn language to talk about photos and make comparisons read about selfies. talk about the similarities and differences between two photos listen to a podcast about photography write a memo about photos of staff members learn about giving and receiving feedback watch a video about how photography can help change people's perception of a country. I prefer photos of people to photos of beautiful scenery. Through the lens UNIT 11 129. GRAMMAR: verb + gerund/infinitive with a change in meaning. A Language in context Read what this person says about an old family photo. Give the other person a chance to respond. Use friendly language and positive body language. Receiving feedback. Listen with an open mind. Body language gestures identify the country. Body Parts Vocabulary Gestures Cultural Differences. Gestures that vary by country. British and American culture games, worksheets and blog posts. Inside Out Upper Intermediate Units 11 and 12 vocabulary Relative Clauses speaking. Which prediction? Whose prediction?