

Interpersonal Skills
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Lecture-10
Body Language-II

Hello students, I am here once again to discuss interpersonal skills, and under interpersonal skills, we are doing body language, we are discussing the various aspects of body language which are essential to make our discussion, conversation language truthful, meaningful. Body language is a vital part of interpersonal communication; we all know that a very large part of having good communication skills has to do with one's body language.

And this type of communication is much more powerful and effective than any word that can be said. This important type of communication is one of the first things people will notice when they meet you, believe it or not being able to read body language well can help get you further in life whether it be for business or personal reason, to see how important such conversation such type of body languages.

Have you ever taken a moment to think about what you are saying with your body language or how, you are coming across to others, if you have not then now is the time, this is the high time to think the importance of body language and the very famous quote the way we communicate with others and with our self ultimately determines the quality of our lives. The entire success story depends on our body language.

Especially in a world of professionalism, to use gestures effectively, leaders need to be aware of how those movements will most likely proceed, where here are four common hand gesture.

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4 Hand gestures and message behind them

- **Hidden hands**- it has bad impression since people find them less trustworthy.
- **Finger pointing**- it suggest a person losing self-control.
- **Enthusiastic gesture**- it makes you appear erratic.
- **Grounded gestures**- arms held at waist height, and gestures within that horizontal plane, help you- and the audience- feel centered and composed.

And the messages behind them, so let us discuss what these four important gestures to strengthen your body language, hidden hands, hidden hands make you look less trustworthy, this is one of the nonverbal signals that is deeply ingrained in our subconscious. Our ancestors make survival decisions based solely on bits of visual information they picked up from one another. In our prehistory, when someone approached with hands out of view, it was a signal of potential danger.

Although today the threat of hidden hand is more symbolic than real or ingrained psychological discomfort remains finger-pointing. The second one is finger-pointing, I have often seen executive use this gesture in meetings, negotiations, or interviews for impresses or to show dominance. The problem is that aggressive finger-pointing can suggest that the leader is losing control of the situation.

And the gesture is maths of parental, scolding or playground bullying. Next is enthusiastic gestures, there is an interesting equation of hand and arm movement with energy if you want to protect more enthusiasm and drive you can do so by increased gesturing. On the other hand, over gesturing, especially when hands are raised above the shoulders, remember when hands are raised above the shoulders can make you appear erratic less believable and less powerful.

Grounded gesture, this is the third important aspect of body language and gesture, arms held at waist height and gestures within that horizontal plane help you and the audience feel centered and composed. Arms at rest and bent to a 45-degree angle accompanied by a stance about shoulder width will also help you keep grounded energized and focused. So remember this point. Your most influential communication medium still faces facing.

Although, all technicality and important gesture face to face is one of the important aspects of body language. In this fast-paced techno charged error of email, text, teleconferences and video chats, one universal truth remains face to face is the most preferred productive and powerful communication medium. In fact, the more business leaders communicate electronically; the most pressing becomes the need for personal interaction.

In face to face meetings or brains process, the continual cascade of nonverbal cues that we use as the basis for building trust and professional intimacy. Face to face interaction is information rate we interpret what people say to us only partially from the word they use. We get most of the message and an emotional nuance behind the words from vocal tone pacing, facial expressions, and other nonverbal cues.

And we rely on immediate feedback, the instantaneous responses of others to help us goes how, well our ideas are being accepted, so potent is the non-verbal link between individuals that when we are in genuine rapport with someone, we subconsciously match our body positions, movements and even our breathing rhythm with there is. Most interesting in face to face encounters the brain's mirror neurons mimic.

Not just behaviors but sensations and feelings as well, when we are denied these interpersonal cues and our forced to rely on the printed or a spoken word alone, the brain is struggling, and real communication suffers. Technology may be a great facilitator for factual information, but meeting in person is the key to positive employee and client relationships. Regardless of how tech-savvy you may be face to face meetings are still.

The most effective way to capture the attention of participants is to engage them in the conversation and drive productive collaboration. In this regard, the view maybe, if it is not that important to send an email if it is important but not mission-critical pick up the phone. If it is critically important to the success of your organization, go see someone. To see how important face to face conversation is.

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Top 10 Best Body Gestures

- Smile and be confident.
- Direct eye contact.
- Be interested and listen.
- Sit up straight.
- Facial expressions.
- Look like you are listening.
- Relax your body.
- Keep your head up.
- Mirror the other person's behavior.
- Nod when listening to someone speaks.

Now there is a top 10 best body gesture that we can remember for being confident and an excellent communicator, and among top 10 best body gesture the first one is a smile and a kind of confidence. So smile and be confident, a positive outlook will get you far in life. Even if you do not feel confident, it is important to portrait after all the more positive your outlook is on certain situations, the more confident you will become.

For one being confident will help other people to be more comfortable around you. So keeping a smile on your face in spite of stress and hectic schedule gives you is a success and its sign of genuinely professional, stop the negative thinking now because that would not help anything and this type of toxic behavior will work against you. Instead, remember to focus on the positive things only and be confident in what you are doing.

Always make sure that you are smiling and not frowning and make it a point to be both confident and friendly. But at the same time be sure that your smile is not force, that is to say, that your smile should not be artificial, it should be a natural smile that makes your activity, your gesture,

your body language quite natural. Direct eye contact, this is also very important because it indicates face to face conversation.

One of the most important body gestures to remember is to make direct eye contact, this body gesture shows that you are listening and are interested in what is being said, if you are in a large group be sure to make eye contact with everyone and do not focus on only one person, that is to say that you have to look around at everyone's face to make them involved in your discussion. Also, do not break eye contact too soon.

Because this could imply that you are not trustworthy, and this is a very natural normal indication if you make eye contact that will show your confidence, that will show that you are a trustworthy person. So keeping eye contact to some extent is very important, be interested and listen to people like to talk so always be sure that you are listening and look interested in what the other person is saying.

If you are genuinely interested in what other people have to say then that is going to show, sit up straight not only is good posture advantages for your health but at the same time it is also excused confidence, it is essential to sit up straight and not to hold your head down. If you learn to lean forward, you could come off as grace it to others. But on the other hand, if you lean back, you could come off as lazy or arrogant.

So keep your head up and shoulder back at all times and be aware of your posture when both were sitting and standing. Facial expressions very important part of body language, so your facial expressions will say a lot about you and people will be watching for your reaction when it comes to things such as business negotiations or other types of meetings. One of the most important things to remember is your smile naturally.

Keep your chin up and keep your eyes level, this will send the message of positivity and trustworthiness, being able to control your facial expressions will help you immensely and it is something that you should spend some time thinking about, look like you are listening that is

also one of the important postures. You show that you are keying, you are interested in another conversation.

In this day and age, people are always connected to the cell phone 24 hours and seven days or week, while it is wonderful that technology has evolved so much it also comes with many dung sides. It is essential to put down the phone and listen to what people are saying. This will also help increase participation if you are speaking with a group of people; being attentive will imply that you care about what people have to say.

And it says a lot about your personality; other people want to do business with people who genuinely show interest and are engaged, that is to say, that a kind of involvement is required. Now not when listening to someone's speech that is showing feedback, showing that you are an active listener, nodding once every once in a while when someone is speaking will imply that you are not only listening.

But actually interested in what others are saying, and nod will help to get the message across that you agree with what the other person is same as well it also shows encouragement, relax your body, do not be very conscious, do not maintain an artificial posture, people are going to sense if you are not at least in certain situations, especially in some meeting. The first thing to try is to relax your shoulders and take some deep breaths.

Since many people how is a lot of the attention in the shoulders and neck area do not be afraid to move your shoulders and neck a little in order to loosen up a bit, that is a very important point to make you in average, a genuine speaker as well as listener. Also, being able to control breathing and has a lot to do with good body language because it will help you to be more relaxed.

This will lead to more confidence which will be passed along to the people involved and as we discussed it is very important part of learning and maintaining good communication skills, keep your head up as we discuss that is very important for a good body language, do not look down because it will be implied to other people that you are not paying attention and you do not want to hear what others have to say.

Keeping your head down can imply many things such as burden, or disagreement in what is being discussed. So it is important to keep your head up at all times when there is speaking, or being spoken to, where are the other person's behavior, this is an important behavior to keep in mind, and it is something that will need to be both practiced and observed over time. If you are unaware of this technique, the act of mirroring is to allow your body to reflect the other person's behavior.

This is a wonderful way to build a good rapport with other people because it reflects both interest and enthusiasm in what is being said, it is important that the act of mirroring is done quickly and as it is an art to be learned. This is a proven method that has been researched and found to be very effective in many different types of social and business settings. Now, as we discussed the top 10 best body gesture.

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Top 10 Best Body Gestures

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We need to discuss top 10 worst body gesture because in talking in conversation we may slip some of the points to make our conversation dialogue truthful, therefore we need to know that what kind of body posture should not be posed, not making eye contact, as we discussed that eye contact shows that you are trustworthy person, that gives that develops a faith in you, so eye contact is important and in top 10 worst body gesture is not making eye contact.

There is a fine balance when it comes to making eye contact, it is important to look people in the eye but do not stare, however if you do not make direct eye contact it can appear as if you are lying or have something to hide that is why eye said that eye contact gives a kind of trust, faith otherwise you appear to be highly untrustworthy person, it is also important that you do not look down to study your hands or mess with your fingernails.

Not only is this rude but it will make it look like you are not interested in what the other person has to say, it is a kind of humiliation insult, it is a kind of arrogance that you are aloof, you are in different in different to other communication. So please take care of this crossing your arms because knowingly or unknowingly we pose different postures while talking to a person. But crossing arms is one of the top worst body gestures.

When your arms are crossed it normally implies that you are defensive about something, for this reason, it is important always to keep your arms at your side especially if you are discussing an important topic with other people. In addition, it is important to ensure not to look is safe and to have a natural look at all times. We have already discussed this that we should maintain a relaxed appearance, a very genuine kind of facial expression to make the conversation genuine.

Fidgeting what is this, this is also the worst body behavior this is not only one of the worst body gestures, but it is also one of the most annoying to the people around you, it is imperative to focus on other person and do not be fidgety at all. This includes things such as playing with a pen, chewing on your nails, moving your hands around a lot or anything else that can make it appear as if you are not paying attention to what the other person is saying.

So be careful making small gestures other than you know paying attention to other communication is fidgeting, appearing is trust or answers, it is very important not to show your stress or anxiety to others. Because there is nothing positive that can come from it, from one for one it can show weakness which has no place in the world of non-verbal communication, solve is remember whether it is your interview, your group discussion, your classroom teaching or you are addressing a meeting.

Try to make your appearance relaxed, even if you are answering or a stressed one of the quickest and best fixes for this is to smile more, not only will it put you at ease but it will look as if you are confident even if you are not. So even you have to take care of this that how many smiles you have to put on your face, negative facial expressions, it might be a good idea to take a moment to pay attention to what you are putting on others with your facial expressions.

But there is a certain facial expression which can give off the wrong message to the people around you that are creating a negative interpersonal communication experience, even innocently sometimes you make a different kind of facial expression. So please take note of that frowning, biting your lips, arching your eyebrows, flared nostrils and so on just to name a few. These types of facial expressions can imply many things such as you are upset, you are defensive, you get bored just to name a few.

There can be many similar to these, in addition never touch your face as this implies insincerity and even distress that shows that you are not as confident your body posture will have a very smooth kind of gesture, we can say now I must say believe it or not your handshake can say a lot about you, be sure always to give a firm handshake that gives self-confidence, a weak handshake would not make a good impression.

And it will imply that you are not confident in the situation, so shaking hands is an art, now checking the time you will talk of so many things well punctuality that is also very important, when you take time to look at your phone, watch or even a clock on the wall or a desk it implies that you do not want to be there and you have more important things that you could be doing. So never look at the time when someone is in the middle of discussing something with you.

Not only will this make a bad impression but it can also be seen as being rude, so checking the time is nothing but showing very bad gesture sometime very humiliating, tapping your fingers pen etc. while speaking with someone or meeting someone for the first time you should never tap anything because this will imply impatience or annoyance to the other person remember you must have seen people you know shaking legs that also shows restlessness.

So never trap your fingers, pen, or feet because you want people to know you are interested in what they are saying, do not be fake that is also a very important point. Now what is this probably one of the most important things you can do is not to be fake person, as we discussed that eye contact is trustworthy, being relaxed and having a good body gesture is showing your confidence.

So this fakeness quality should not be there whenever you are making conversation, this is one thing that many people will pick up on and it will not reflect well on you and remember you only have one chance to make a good impression, always be genuine and let people know that you are honestly interested, in what they have to say. This will get you far in both your business and personal life, do not stand too close or too far away.

Give people their space; this is also one of the very important non-verbal communication and also barriers to communication, a space between the two people, never invade someone else's space because this can give others the wrong impression, standing too close to someone can imply aggression or be too pushy. So please take care of this if you have intermittent relationships with somebody you can reduce the space.

But if it is a professional relationship you have to maintain a considerable space between the other, on the other hand, standing too far away can make people feel that you are standoffish for some reason and it could make people suspicious, just always be aware of a person's personal space. If the person you are talking to takes some steps back, you are probably too close, as you go along in life, things will be much easier if you have effective communication skills.

When it comes to business this particular type of communication can help to expand your leadership skills, be aware of what not only what is going on around you but also of how you are putting yourself to others. You can practice this; you can mirror this to know your gesture and posture your facial expression, practice makes perfect. So take the time to think about the different ways in which you communicate.

There is always something that everyone can improve when it comes to effective body language and how you can improve your body language to the discussion, through practice, through mirroring and through you know making constant conversation. So once again I would say that the most important thing in communication hears what is not said, what it means, it means your body language, it means not your word, your voice, or your speech.

It means that how you pose yourself to other, it means that what kind of background you have while you are talking to others, it means that how much you care of others, you bother about others and it means that how much you want to excel in your professional life. So friends, body language is one of the important parts of interpersonal skills and as I said earlier also that we tend to take it for granted.

But I must say that in professional life it gives you lots of waiters if you take care of your body language, work on it, practice it, read good books on it, listen to good speaker or writer and be extrovert, not introvert, develop confidence the more you read, the more you speak, the more you will develop your communication, with these words I just want to conclude today session, thank you very much.