

Soft Skills for Business Negotiations and Marketing Strategies
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Lecture - 30
Body Language: For Interviews (Contd.)

Good morning, so far, I have been discussing about various grooming aspects, few more grooming aspects are still left for discussion, which I will quickly complete and then I will straightway enter into various tips tricks on interviews and gds. So, hold on first few of the grooming let us go through it, attire the dresses that you wear. See I have been talking about appearance, how you should look like how should you stand is postures or gestures movements of hands and eyes.

But very important thing is how you look totally; that means, attire what you are wearing and then there will be another set which I would introduce to you is basically what you do carry with you. When you go for the interview, when you go for meetings you do not go empty handed you have something in your hands, those aspects are also equally important, and then the third thing that I will discuss is the kind of manifestations or actions that you do, I will go through this very quickly see you have also noticed by now you know what the way I am proceeding with these lectures is I am one by one introducing you to different aspects of it different elements and then the entire elements comes onto your screen totally and I am discussing about everything. Then I am going to another set introducing you element by element and then the full screen.

So, my suggestion is that when you are running this course listen to me very carefully, and focus on each and every element. The element which I am discussing I suggest that you do not look back to the other elements because you will have time, you will have opportunity. You listen to me very attentively get your points right and then you rerun it. Once you rerun and you may stop at a point when you have all the points in the whole screen read it through, listen to me again; I hope by this you definitely would be having a lots of success at least I have seen such success through others, then the attires there is a big list of attires.

So, I will go through this very quickly. So, pay attention to this particular screen the way I am bringing forward.

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GROOMING (Attires)							
■ Shirts	Fabrics	Colour	Texture	Print	Sleeves	Cufflinks	Ironed
	Casual	Buttons	Match	Trendy	Funky	Brand	Jeans
■ Trousers	Fabrics	Colour	Texture	Print	Fall	Ironed	Casual
	Buttons	Match	Trendy	Funky	Brand	Jeans	
■ Saree & Blouse / Salwar & Kurta	Colour	Design	Type	Print	Length	Pleats	Ironed Match
■ Belt	Width	Colour	Buckles	Texture	Loops	Matching	
■ Shoes	Materials (Leather, Canvas, Sneaker)			Colour	Design	Heel Height	
	Heel	Pointed	Blunt	Textures	Polish	Strings	
■ Socks	Colour	Prints	Matching		Smell		
■ Handkerchief	Colour	Folds	Ironed	Fragrance			
■ Tie	Colour	Pattern	Width	Match	Clip	Pin	Knot
■ Winter Wears	Colour	Design	Volume	Match	Fall	Ironed	
■ Accessories	Watch	Bracelets	Bangles	Necklace			
■ Make Up	Normal	Soft	Over-Do	Painted	Perfume : Smooth, Soft, Strong,		

Shirts what you wear the shirt, the trousers the bottom parts of the clothes [FL] or blouses [FL] or [FL]. See I am addressing both sexes. So, there will be different dresses. Shirts and trousers can be even worn by female candidates, because nowadays in the corporate houses sometime it is it becomes almost mandatory that when you are in public communications then you wear shirts and trousers, so there are different such. So, I am not distinguished in between any whether it is men and women, I am just putting all the things together The belt to hold our trousers in place, shoes, socks, handkerchief, tie winter wears, whether this or sweater pull over whatever and the other accessories.

Now, last thing which comes in here is the makeup, the kind of some treatments that you do especially for female candidates; women, but makeup can also be very effective for men. Now quickly giving a list for shirts what is to be noticed it is to be noticed is the fabrics, the color, texture, print, sleeves, cufflinks, whether it is iron or not ironed, whether it is casual, the buttons, the match what kind of shirts matching with others, whether it is trendy, whether it is funky or is there any brand reflected or say you are wearing jeans shirt. The thing is everything matters the good fabric gives a good glaze of your shirt that impresses people.

See especially the good fabric or such things are of importance but what is very important is it funky, if it is a funky kind of shirt you know it gives a negative vibes to the person who are interviewing you. So, things which you try to avoid essentially is

very trendy or funky these things you try to avoid. What you try to avoid is non ironed or not pressed shirts it should be very well maintained, should not be casual. So, do not go by casual shirts, color should be attractive yet sober, it should not be very striking, the color of the shirt should not be you know very eye catching and there should not be too much of prints on the shirts. It is because of this you will find most commonly people when they go for interview they prefer white shirts or whitish color t shirts black shirts, may be looking very good on your physic, but the thing is black shirts generally try to avoid.

So, a lighter color shirt is good lighter color amongst them also it requires a good matching. So, shirt is after your face the entire eyes of the selection committee members it goes on to your top part of the attire. So, take note of this, especially try to avoid trendy and funky. Textures in terms of textures you know instead of cross checks, stripes and all these things it is better that if you have you know kind of small dots, most favorable is very plain. But if you want to go for some kind of texture then it should be self prince, like say self textured gives me the same color of the fabric you have also the texture.

Now these things matter, not that people are going to pay very close attention to all your attire, but altogether the moment you enter the first they look at you at your face and then initiate you to the entire gazing of everybody goes on to your entire appearance and then if something you are wearing as a shirt which is eye catching, contrasting, Eye catching, contrasting but not very much for the occasion then a little bit of negative impacts start created. Now at that particular point what happens is whatever questions, they are asking you know they will always be thinking about what a kind of shirt he has come with, could not he come with a little better dressed it is something like that you know it works. The actually the interviewer when they are sitting over there they are not simply judging your academic qualifications your knowledge or your other equipments, they are trying to see overall personality. So, the overall personality is reflected very much with your facial expressions as strongly equally with your attires.

Now, trousers again similar things fabrics, color, texture, prints fall, the trouser should have very nice fall and then ironed should not be casual there are so many things I have written over here, essential to give you an idea that these things happen you can have a casual trouser no problem. But the thing is in interview generally not preferred then the

buttons or the zip the matching, matching the trouser with the shirt, but it is trendy whether it is funky well is any brand or is it with jeans you know; going for an interview with the jeans is generally not a very good culture. Having a casual interview with somebody and then you are wearing a jeans is fine, because jeans is considered to be a little casual dress.

But you are going for you know going for an interview, where they are going to select you to represent that organization. So, essentially you should be very formal. So, I always say that for attires it should be a very formal attire. If you are wearing anything the shirt it should not be too tight, it should not be too loose either. Now what you should do is for going for this kind of interview before that, you have a dress rehearsal yourself you wear different kind of attire that you do have of different colors.

So, you make a choice before then you try all, standing in front of a full length mirror and see how you appear into that all together with entire attire and then if you feel very comfortable putting yourself in the shoes of the person who is viewing you then only you select it, but quite often what happens is people are very egotist about it you know they say no, what I am wearing is the reflection of me they are looking for somebody who of my person.

You know through me they are trying to see what knowledge I have, but the point is it is not that alone, then for sari blouse similar color, design, type, print, length, pleats, ironed are matched very important. See for sarees and [FL] there are lots of variety of colors because for ladies garments the color is a real thing you know, but all right the prints should be such it should be sober and print should be (Refer Slide Time: 10:32) it should not be too contrasting different kind of elements. So, it should be sober that soberness really I cannot define, but that soberness is you may take opinion of others you can wear 2 3 options first at your home before you go for the interview.

Then you ask your friends, ask your mother, ask your brother, ask your relatives, that what is their opinion and take others opinion. Because, what others are going to feel looking at you is going to be told by your friends; then comes belt. There are so many things in the belt the belt is required essential to hold your trouser in place that is all it has no other purpose, but it has become a part of our very important attire and also part of fashion; what all are there important in this width of the belt, too narrow or too wide

these 2 kinds of belts are generally not very good looking in formal cases. You try to keep it within between one to one half inches 2 inches is a good size for some people, but not for everybody. So, one and half inch it is a reasonable size that you can follow the color the color should be matching with your trouser also with your shirt, if you are wearing a black trouser then it is better that you wear a black belt.

If you are wearing a brownish trouser, then you rather wear a brownish belt, but if you are wearing a gray or some other then black belt is a better color; then comes the buckles. There are so many varieties of buckles you know which we really make fancy of it buckles of you know different size, different shapes, different patterns, and different kind of emboss on other things, shiny, non shiny and many such things are available in buckles, but the thing is my suggestion is the buckle should be very sober, most often most preferred is a usual buckle of a rectilinear size or rectangular size and it may have it is you know pins just to hold it through the loops to the holes that is fine that much is good enough.

But too much of you know overdoing on the buckles catches the attention of your belt. I will tell you a very nice story after I come to this entire attire; that how some people they think that if they wear something very distinctly different it give it as to the personality. I will come to that story a little later, the texture there are different kind of textures available one is very plain, another is matte finish, another is very glossy, and then another is to be the skin printed like say crocodiles or snake skin printed, some time it is multicolored, some time it is made of nylon fabrics, and then comes the loop. Then in the loop you know basically is just to hold the entire belt in position. The loop should be properly maintained and there should be proper loops. So, that your extreme end of the belt is properly kept in place and then comes some matching too altogether. The color if I am talking about then matching all together is that point. Now formal belts are it may be matte finished it may also be glossed no problem, but it should be definitely matched with your trouser ok.

Then comes shoes in the shoes what you have different items material; that means, leather whether it is leather shoe, whether it is canvas, whether it is sneaker, there are different kind of shoes that you may have, which you shall will you wear when you go for the interview. Then the color shoe color is it brown, is it grey, is it black, is it shiny black is it matte black, is it sweat and then comes a design the pattern; that means, is it

pointed is it blunt headed or is it round headed, round tipped, pointed tipped or is it like you know. It is nowadays I do see shoes which are almost like a bow you know it comes like this and then becomes pointed and then it becomes very narrow and with threads and all of the designs ok.

Multiple designs are possible, now you may ask me this question do really people bother to look at the shoes, I will tell you if you are sitting somewhere, the first gaze of anybody else goes to your face and then immediately after to the shoes and then to the next of next part of the attires. People are judged by the shoes; there are some people who have a habit of not really maintaining the shoes and going with whatever condition the shoe is, I will tell you the shoes speaks about your cleanliness. If it is properly polished and shiny without any dirt and dust then it gives a good impression about yourself that you are very meticulous about entirety. So, if you are standing somewhere somebody looks at you it is said that you know looking at somebody from top to bottom, what is the bottom? Top is I understand from here to starts bottom, what is the bottom is up to the shoes.

When somebody looks at you up to that, and then I will tell you every part of attire is so nice and suddenly the shoe is dirty makes a hell of a lot of difference. So, take note of it. So, then design and heel height, see for design I really do not have much comment, the reason is multiple designs are available and I am not really exposed to all designs. But you judge yourself whether this particular design is going to catch additional attention and additional attention means distraction from actual purpose that you have to keep in mind. If you are attracting somebody during interview somebody is attracted to other parts of your attire, instead of focusing on to yourself and asking you questions and getting your answers then it is negative.

It should be such that nothing in your dress should really catch extra attention be careful about it; then heel height. Heel height is 1 thing which is you know it is a matter of personal choice different people wear different heights for women, it is means they have to have some heights and they do have heights and their shoes are designed accordingly and it gives them good you know good personality and good look; but for male it is very important for men's do you should you have a very high heel.

If you have very high heel and now I can tell you that if a person a man is wearing a high heel shoe, then immediate reaction of others looking at him is that this person is

unnecessarily trying to elevate his height and that becomes negative. The immediate reaction of the person who is, looking at the high heeled person is that, he has lesser confidence with respect to whatever height he has. So, he is trying to gain some additional confidence by raising his height. So, heel height let it be normal height, it should not be suddenly that you are raised up by another one inch extra.

The heel the type the pointed items in the front with his blunt, the texture of the shoes I have talked about few of them and then the polish how much polished it is, how well kept it is and the string shoe strings. See you may wonder do they really matter; once I give the entire list of this attire you will find that they do really matter if they would not had then you would not have gone to the fabric shop and made a choice of different kind of fabrics or different kind of shoes or trousers because, you are doing it to enjoy your dresses and impress others.

You think that you buy a good shirt so that when you wear you enjoy when people appreciate; that means, if people are looking at you and appreciating then that is the purpose for which you are buying. So, it makes a sense. If it is for gaining a appreciation at the same time, I would say that select in such a manner that it do not gain extra attention which is counterproductive for interview, where this interview negotiations or anything; but I will tell you well kept attire gives the first impression of a person that the person is very well kept all together, then through discussion one can identify or find out that you are a genius or you are you know not genius let us take it that way.

I remember one situation, a person who was slightly short height no problem, but he is to feel a little bit of inferiority complex compared to the other person other colleagues, the person he was at the helm of affairs of that organization. So, he thought that raising height gives extra confidence or extra personality, so he added the heel.

He bought a shoe which is with a high heel, not only that he had other believes the belief was his belt if it is very gaudy and white it also gives him a good personality feeling. So, he is to wear a very wide belt, and then not only that at the bottom of the heel he used to put one small metal studs. So, that whenever he is walking along as a boss, it is to make cut sound. This means to hear during our childhood days there you know the big bosses are walking with sound cut, cut, cut this person follow the same rule he thought that by

virtue of raising himself by heels heel height, and giving a wider belt sizes and that to making noise with the heels, it gives him extra personality.

But I will tell you the actual result was just opposite, everybody used to you know whenever he used to walk in the corridor people is to say good morning good afternoon sir whatever, but behind him everybody used to laugh and look what he is trying he is trying to overdo something. Now these are very critical if you are going for an interview then the shoe that you are wearing see to it that it does not make too much of noise, for woman's shoes which has you know the heels that may make a little bit of sound, because that is made in such manner, but for your shoes try to see that it does not make much of a noise because that noise is very irritating noise ok.

If you irritate somebody right in the beginning the moment you entered that irritation persists, then comes another one comes along with the shoes socks, never go for an interview wearing a shoes without a socks because I have seen people doing it, I have seen that is why I am suggesting do not; there may be reason there may be some kind of fungus grown in the feet's of people person who has come without the socks did not feel comfortable to do it, use it whatever it is have a socks which goes well with the shoes.

So, what are the important things in the socks, the color the prints, matching with the shoes and one more thing which I have mentioned over here. You can read it yourself I really feel very you know amused to say this smell; I have experienced people coming for interview wearing a socks which is not washed properly, and the moment the person enters and there is a kind of bad smell spreaded all around the room, everybody noticed everybody. The moment person has left the smell vanished; if this thing ever happens, I will tell you however, best the candidate is the result is 0, so the color of the socks matching with the shoes and the trouser.

So, if it is a black trouser, black color socks is better, if it is brown trouser then brown color socks is better, if it is grey trouser then grey color socks is better, if it is a beach color then beach socks you know. And so the color usually try to match the color of the socks with not the shoes especially but with the trouser; because shoes do not have so many variety of colors as we do have in trousers in trousers you have so many varieties, so many prints, so many checks or whatever, but in shoes we have very limited colors. So, do not forcefully match your socks with the shoes, try to match it with your trouser.

Then comes handkerchief; the color of the handkerchief the folds how it is folded and then whether it is ironed or crumpled if it is ironed it is better, if it is crumpled it looks bad, you know it may happen that you take out your handkerchief and then another thing is a fragrance a bit of fragrance, bit of perfume added to your handkerchief is always an advantage because, see you have come for the interview you have walked or traveled a long distance as naturally you have been wiping your sweats and if it is sweats, also you have been wiping you know the faces and everything, a bit of you know sweat smell can always come back with your handkerchief.

So, nice fragrance; that means, a perfume used for your handkerchief is good, but again if I am saying good, I am also saying be very cautious be very careful. Do not use perfumes which are very strong, which are very strong and disturbing, I remember one interview, one such case a person interview for interview he and entered the room. The moment he entered just like as I cited for socks, similar thing happened for perfumes suddenly the whole room was filled with you know strong smell of deodorant, and it was really disturbing nobody was really wanting that kind of smell there.

So, till the time the candidate was there the deodorant was smelling in the entire room, and once the candidate has left people said open the windows, let the fresh air come in you know what is this. These are different kind of reactions of the other side people. You may do whatever you want, but if you are going for such kind of interactions these are the things which you have to keep in mind, this is what I say is grooming, you can do what you whatever you wish, but the thing is if you are going for a purpose, then the purpose adoptive situation should be there.

Then comes tie is very simple there are different kind of ties different kind of colors are possible, the color pattern width of the tie, if you look at this particular tie it is look at my worry it is a wider tie. You can also have a little thinner tie you know thin here. So, the width matching with the blazer, matching with the shirt, this you have to take note of then the tie clip. If you require a tie clip use it, if you do not record tie clip avoid it; but what happens is usually if you have a tie clip then it remains in place otherwise it moves you know, quite often you might find you turn and the tie remained in the original position or shifts you know that is not very comfortable.

So, a clip is always better, some people use tie pins, tie pins when people use they generally they do not like to pierce the tie that is why they avoid; nowadays that is why nobody is using tie pins and then the knot the proper knot. There are different kind of knots. Now this you have to take note of winter wears there are so many variety as possible, but what matters in the winter is color, the design, the volume, the valume of the winter wear, the match, the fall and the irons. I have seen see this kind of blazer sometime becomes a symbol of formality, when I will talk to you regarding interview you will find that I will take this out because, during interview I want to be like you not as a person who is taking interview. So, I will take this out means, I am changing my formal informal positions you know.

So, when you are using winter wear, I would suggest that do not go with such kind of jackets which are very you know decorative or funky do not go. You go with a very soft dresses, you can wear there is no necessity that you have to wear a blazer or coat like this, you have to wear you can always wear a pullover; but that also should be such the pullover should not look like as if you have forcefully put on that particular pullover. So, it is what you are going to wear, I am only pointing out these that take note of it; again I will repeat have 2 3 options ready try it in front of the mirror and then ask your friends or your relatives who are nearby that to give their opinion and listen to them. If somebody is giving you good advice listen to them first try to adopt it and see your see for yourself, but finally you should be comfortable wearing it.

The accessories like watch, wrist watch, people have different kind of choices for wrist watches somebody wears a big watch somebody wears a small watch, the woman folks have a different kind of patterned watches, somebody even looks for watches with a very nice bracelet and somebody wears a bracelet alone yes. So, these things matter a lot the bangles, very heavy bangles or gaudy bangles and you know almost like extravagant bangles or sometime counterproductive, but there should be something which balances your entire attire and then necklace the kind of necklace.

If you go for an interview with a junk jeweler worn, you know it is first impression of the person is looking at you is that you are overdoing it is not required because, he came for a purpose the purpose is the interview and in the interview, you are supposed to be showing your other talents and acumen not your dresses, but at the same time your entire attire should be very balanced sober. If I say in one word your attire altogether should be

very sober, formal, suiting to the occasion that you are going for. If you take that seriously and try to work out because there are so many options possible, and then comes finally the makeup. In the makeup normal different kind of makeup possible, normal, soft overdo or overdone painted and the perfumes. In the whole set try to be soft and normal looking do not overdo in your makeup.

For men I would tell you your makeup should be such that it does not reflect your other sweats another thing, you go. Basically I advise already earlier that going for interview if you have really traveled a long distance now you are waiting there you try to find out a washroom nearby, and take out your small powder box and take out this you know wipe the sweats and make your face dry, do not overdo but make your face dry it should not be sweaty looking and moist when you are entering that is said already and that is not makeup; that is mainly you know you are trying to put yourself in a proper facial positions.

But what I am referring to is essentially for the ladies the women you know when you do makeup it should be very formal and sober. You do not have to really go for the kind of makeup which makes you very attractive not necessary, because your objective is to impress them with your knowledge, with your skills, with your acumen not with your getup.

And in future if you are appointed you will still find that there is a certain up to certain level a makeup will be necessary, beyond that it will be overdoing. So, if you are already working somewhere, you must be watching others how do they make up their faces, not only this, if it is faces also the palms, also the fingers, in the whole makeup set basically everything like see how you maintain your nails, how you maintain your fingers, how you maintain your palm, how you maintain your top part of the hand, everything matters.

So, friends essentially this part of grooming is so important, pay attention to it prepare yourself for the interview, but pay attention to this attire; then after this I will go to the other aspects of the grooming.

Thank you.