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Body language

A

DISCUSS

- 1 How good are you at reading other people's body language? Can you always tell immediately when someone is nervous, hostile or perhaps trying to mislead you? Give an example.
- 2 Which three things most impress you about the personality and manner of a presenter?

confidence charisma authenticity enthusiasm dynamism humility
a relaxed attitude

- 3 Do you think that non-verbal communication (NVC) might be even more important than what you actually say?

VIEW

(00:00–01:07) Watch Mark giving some advice on NVC and compare your views with his.

RECALL

- 1 Why does Mark warn against thinking *too* much about your body language?
- 2 How does he say you could appear calm and confident or energetic and enthusiastic?

REFLECT

Where would you place yourself as a presenter on the scale below? Where would other people place you?

static ←—————|—————|—————|—————→ hyperactive

B

DISCUSS

- 1 Make a list of different types of distracting body language you've noticed in presentations you've attended. Which ones really bug you?

VIEW

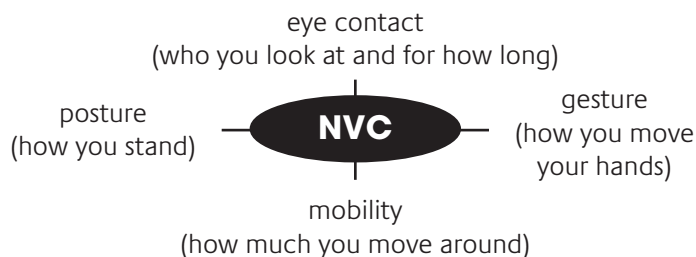
(01:08–02:05) Watch Mark illustrating his own list of body language no-nos. Does he mention anything you missed out? Did you list anything *he* missed?

RECALL

- 1 What does Mark say makes a distracting gesture worse?
- 2 How does he suggest you eliminate your own distracting habits?
- 3 What positive role should body language play in your presentation?

DISCUSS

- 1 Which areas of NVC do you think have most impact on the audience?



- 2 Do you think there is a vocabulary of the body? How might you use simple gestures to show the following?

two key points	a big increase	a rapid change	a small detail
two contrasting facts	movement from one stage to the next		firstly, secondly,
thirdly	the long term	a priority	from start to finish
	you, the audience	me, the speaker	an irrelevant issue
		a question	

PRESENT AND VIEW

(02:06–03:48) Present the following information using whatever gestures seem most appropriate as you speak. You can keep a copy of the text in front of you if you need to. After each extract, watch how the presenters on the video deliver the same information.

- 1 *There are three things I want to talk to you about today and they all concern coaching for performance. So let's take them one at a time. Firstly, ...*
- 2 *I really think this new initiative has huge potential, but it means us all working together as a team.*
- 3 *So, how are we going to address this problem? Well, on the one hand, we could just ignore it and hope it goes away. But, on the other hand, this is losing us a lot of money.*
- 4 *Now what we have seen across all divisions is a significant increase in pre-tax profit margins from three to nine percent.*
- 5 *At every stage, from start to finish, this project has been carefully monitored and benchmarked against best practice.*
- 6 *So, looking further ahead, what are our long-term objectives?*
- 7 *Who'd have thought that such a tiny defect in the system would have caused such chaos? But fixing it is now our top priority.*
- 8 *So that is the situation. Any ideas? Yes, Mark?*