IIT ROORKEE

NPTEL ONLINE CERTIFICATION COURSE

LECTURE-10

Body language- II

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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.

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.

Top 10 Worst Body Gestures

- Not making eye contact.
- Study your hands or mess with your fingernails.
- Crossing your arms.
- Fidgeting.
- Appearing stressed or anxious.
- Negative facial expressions.
- Weak handshake.
- Checking the time.
- Tapping your fingers, pen, etc.
- Don't stand too close or too far away