



I'm not robot



Continue

Body language presentation pdf

How's your body language? It's part of what makes your speeches and presentations alive! Discover the 5 key body language techniques for public speaking. Of all the communication skills available to you as a public speaker, how important is body language? The answer: as important as a single element in your speeches or presentations! Do you know that the audience judge you by what you show them? Boost your scene presence! Download my free guide, [The Body Language Rules: 12 Ways to Be a More Powerful Public Speaker](#). The 5 Key Body Language Tips for Public Speech Believe that the most important visual you can show an audience is yourself. Add the fact that your voice is produced physically. Result? The way you look and sound is hugely important about whether you are successful as a speaker. And that includes your audience's physical reactions to you, even if they're largely subconscious. At The Genard Method, body language has always been a key element of our executive speech coaching and team presentation skills training. Below are 5 key areas where your physical expressiveness can take your own conversations from mundane to memorable. Teach them if you want to practice powerful body language techniques for your own public speaking. When it comes to using body language, you should ask yourself: How can I use movement and gestures to be effective in my presentation? Here's an easy formula to remember. It's one that will help you avoid giving the audience NODS: Just think neutral, open, defined and strong. (And here's how to use natural, strong movements.) You should start in a neutral position with your hands on your sides. It may feel awkward at first, but it looks fine that people watch. That's what helps keep you open to your audience, so that influence flows freely in both directions. Movement sparingly using defined or pure hand gestures. It will help make them strong. Follow the NODS formula, and your upper body movement will always support and amplify what you say. Learn proven techniques that can make you a more dynamic and engaging speaker in my ebook [Body Language to see and feel safe](#). 2. Use Space Like an Actor and you will control the room when you speak publicly, a certain amount of space on stage is yours at right. You should claim it! Leaders know how to project power by the way they stand and move, and of course, when you speak publicly, you are a leader. Learn to occupy space in a way that proclaims that you are comfortable in the limelight. No show speaks for leadership as a presenter who is comfortable in his or her own skin in front of an audience. Let's face it: you show yourself to the world every day of your life. Show listeners they can trust what you're saying by leading the space around you. Don't overdo it, but don't minimize the area through which you move. Need a reminder about a speaker who knew you move as a leader? Here's [My Piece on Bill Bill convincing body language](#). 3. How to use technology in presentations There is a saying in the theater that good actors use props, and bad actors are used by their props. It's not just a witticism. Inexperienced artists are flummoxed by a 'propert' - a cigarette holder, a wine glass, even a sword or a gun. Solid professionals, on the other hand, understand that the prop exists to help them define their character for the audience. So they use it in a way only this character would. When you handle objects like a speaker, whether it's a remote clicker or a handout or the screen itself, you can find a way to help the object effect what you say. The tool is there to help you get your message across. Just remember it's only a tool and you're the influencer in the room. Learn how to energise your PowerPoint presentations. 4. Facial expressions are an important part of body language We can call this one the forgotten relative in the body language family. But the human face is essential for communication, from recognizing another person to understanding the subtle clues underlying the subject. The audience relies on your facial expressions to increase meaning. So you should definitely use your face to discover how to be a more expressive speaker. If you don't have an expressive face, work with a mirror. It will help you create a correlation between what you are trying to express and whether you look like you mean it. Practice giving your entire speech without a sound coming out of your mouth, even if you form the words. Try to let your face do all that communicative. So practice speaks normally- you'll almost certainly see the part better. 5. Voice Improvement for Business Presentations is essential As I mentioned above, your voice is produced physically. So it's obviously part of effective body language. In fact, apart from your brain, your voice is the most flexible communication instrument you own. So you should learn how to use your voice to influence others! I do not believe that only in terms of voice and speech improvement for more pleasant and powerful speech. I'm also referring to the many ways vocal expressiveness helps you indicate meaning and intent. Listen to speakers good and bad, so listen some more. Take a voice and diction course. Or work with a speech coach, preferably one who is trained as an actor. One motto I've used for years in my own speech coaching is [Find Your True Voice](#). Literally and figuratively, it can make a radical difference in whether your real message is heard. Body language and Power Poses Finally a study allows you to consciously strengthen your power as a speaker through a particular body language technique. It has to do with social psychologist Amy Cuddy's research into the power pose. Cuddy discussed her findings in her TED talk, [Your Body Language Shapes Who You Are](#) (which is the second most watched TED talk ever). According to Cuddy's research, research, a powerful pose before participating in a high stress situation demanding peak performance increases one's level of testosterone (dominance hormone) and decreases cortisol (a stress hormone). In other words, assume a power pose and you will feel better able to control the situation and experience less stress. I wrote about this in my blog about using force poses to achieve amazing presence. Recent research has revealed problems copying Cuddy's findings. On the other hand, I see no harm in taking on powerful poses to help boost your self-confidence. After all, learning trust can seem like a mind game, but literally feeling strong can be a great help. So add this approach, if you will, to the five key body language techniques I discuss above. Arm yourself for your important conversations with powerful and productive body language. You will literally stand out from the crowd, in all the right ways. This blog was originally published in 2012. It will be updated here. You should follow me on Twitter here. It's easy to spend a long time agonizing over what to say when it comes to giving a presentation. But it's important to remember that a good presentation is about much more than just content. Elsewhere on the [Future Skills](#) blog, we've talked about the most important public speaking skills to have in general, but here we'll focus on body language. Body language can make all the difference between a dull, static presentation and a dynamic, engaging one. Of course, body language has many different elements, and so we have divided it into five categories: Facial Eye Contact Posture Movement Position and Movement Some of these may seem like small details, but they have a big influence on how your presentation comes across. When your body language works hand in hand with the other aspects of your presentation, such as content and tone of voice, you're sure to win over your audience. 1) Facial expressions People will travel halfway around the world to meet each other face to face for a reason – when it comes to interacting with others, what we do with our faces is essential. We don't normally control our facial expressions in any conscious way, but there are times when we have to think about what our face tells others, such as when they give a presentation. [Study-body-language.com](#) have produced a fun guide to facial expressions and why they matter. The first and most obvious thing to remember is to make sure you use your face at all. Giving a presentation with an empty face without any particular facial expression is like speaking in a monotonous way - no matter how great your content is, your audience won't get engaged. Even some simple steps from the start, such as opening your eyes wider, raising eyebrows a little, and smiling, can make a huge difference in setting the tone for your presentation. You can also reset at different times during the presentation to ensure that you have not fallen back into a one dormant expressions and to re-engage your audience's attention. Of course, putting rehearsed facial expressions into your speech mechanically will never be effective, and what you do with your face should look natural. The important thing is to pay attention to what you say. If your facial expressions are consistent with the tone of your words, then the information you present will come across more clearly and you will seem more sincere. Remember that the expression you wear tells people a lot about how trustworthy you are. Do not forget that the size of the room and the audience also matters - a larger crowd requires larger facial expressions. 2) Eye contact After thinking about what your face is doing in general, it's time to get even more specific and think about eye contact. This is crucial when it comes to communication, as explored in a recent [Psychology Day](#) article. Just as with facial expressions and the other parts of body language we'll look at below, the way in which you use eye contact and look at your audience depends on the size of the room and audience. But here are some general tips: Be sure to look at everyone – Staring at the same place throughout a presentation is visually dull and freeing up for your audience. Make sure that at the end of your presentation you've made eye contact with everyone at least once – it can mean each one if you have a small audience, or every part of a crowd, if you have a larger audience. Don't be afraid of eye contact - Prolonged eye contact can make people nervous, but that's because it's so powerful. You may be perceived as aggressive or bullying. A brief glance, however, suggests that you are monitoring their expressions as you speak to them, and thus that you care about how your message is received. While it may be tempting to find a place to stare at the back wall, it's always better to try to make a more personal connection with members of your audience. But remember... Don't stare - No one wants to feel uncomfortable or that they are being put on the spot. Keep your gaze moving and engage as many people as possible. Again, remember that different situations require different approaches, but as long as you consciously use eye contact, you will be well on your way to making your presentation as involving as possible. 3) Posture We've talked about facial expressions and eye contact, now it's time to look at the big picture: posture. Whether you're sitting or standing, the way you keep yourself is incredibly important and sets the tone for the entire presentation before it's even begun. With this in mind, here are a few Do's and Don'ts when it comes to posture during a presentation: DON'T daske – In almost all presentation situations, your posture should be upright and open. This will make you see and feel more confident and it will invite your audience instead of pushing them away. If you are not sitting or standing This suggests that what you have to say is not very important to you. If you suggest to your audience that what you have to say isn't really deserving of your attention, they're unlikely to pay much attention either. Don't be tense - It's important to look and feel relaxed during a presentation. If you stand upright but look stiff, it won't make a good impression. No matter how nervous you may feel, a speaker who seems to be afraid of its audience won't gain their trust. Pause and take a deep breath before you begin, and remind yourself to relax at various points throughout the presentation. Pausing and giving your audience time to think about what you just said is a good thing to do anyway. You can take the time consciously to relax and re-set your expression and posture. MUST think about your audience - A formal presentation to the board of a company is very different than an interactive talk with school children. While you still need to be upright, open and relaxed in all situations, remember that different situations require different levels of formality. Do you want to be interrupted if someone has a question for example, or do you only want to take questions at the end of your presentation? Adjust your posture to be more open or more formal accordingly. DO be flexible – If you are put down or have a lectern for your presentation, don't hold on to them for support or let them get in the way. You should have an open and communicative posture, no matter what the specific set-up is. Be prepared to adapt to unexpected situations. If you're addressing a large audience or being recorded, you may need a microphone — this may mean you need to remain on a lectern, or hold a microphone in one hand, which may limit your movements. Try to find out in advance, but if things aren't on you expected, adapt quickly to get the best out of the facilities provided. In addition, [Ethos3](#) also provides some very useful advice on how you can improve your posture for a presentation. 4) Gestures Varied facial expressions, eye contact and a good posture will put you well on your way to presentation success, but if you stand still without moving any other part of your body, it can create a very strange impression. On the other hand, over-rehearsed or exaggerated hand gestures can be off-putting and look unnatural. Good media is needed. Remember that the purpose of using gestures when giving a presentation is to make your message clearer and more interesting. In short, your gestures should matter. For example, if you compare large and small, you can use hand gestures to represent this. If you provide a numbered list, you can display the numbers by hand so that both people's eyes and ears are engaged. Alternatively, if you want to address the audience directly, you can gesture towards them (but try not to aggressively, as if you are accusing them of something). If you have a PowerPoint slideshow or other aids, use gestures to draw people's attention to them. If you have a certain point, which is one of the most important messages in your presentation, you can make your movements more exaggerated when you work up to this point – this way you can communicate to the audience which of the things you have to say matter most to you. The [Science of People](#) blog's article on hand gestures provides some great insight into this aspect of the presentation along with some additional ideas. Remember that no matter what happens, gestures should look relaxed and natural. If you are struggling with this, remember that practice makes perfect – film yourself presenting or ask your friends to give you feedback. Also, as with all the other aspects of body language we've talked about, you need to adjust things depending on the size of the room. 5) Position and movement This last range is more variable depending on the specific presentation setup. It will be clear right away whether you have any flexibility over where you place yourself or if movement around the room is even possible, but it's always worth considering. For example, if you keep the presentation on a large stage, a bit of movement around the room can help create visual interest and keep different sections of the audience engaged. If your presentation has interactive elements, you can also move closer or slightly further back from the audience, depending on whether they're involved or not. The golden rule is that every movement should be clear and directed - you should never look like you're just wandering around the stage. For example, you may want to engage your audience early in your presentation by moving to the front of the stage and asking them a question – Who can tell me.... Put your hand up if you ever have.... - this not only allows you to make some judgments about how much your audience already knows about what you have to say, it also engages them and suggests that you care about their experiences. Most people are much happier if they feel a speaker is talking to them instead of speaking at them without concern for their opinions. The five topics above give an overall sense of how you can use body language to make your presentation clearer, more engaging and more powerful. Keep in mind that body language is not something you apply later to a pre-written script, but a key part of how you present. It should go hand in hand with all other aspects of the presentation, such as the content and tone of your voice, to create a compelling unified experience for your audience. Good luck and happy present! Present!