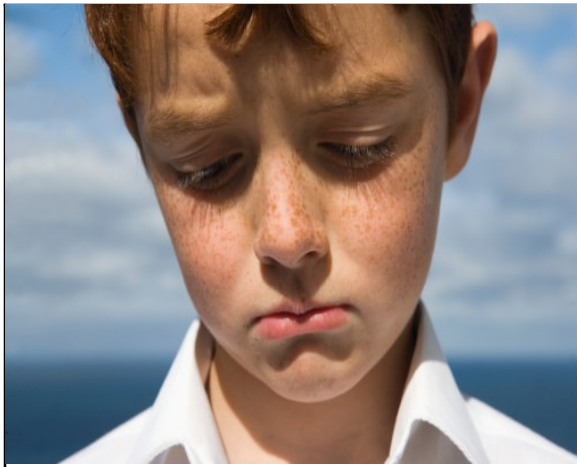


Presentation Skills

Body Language

Le Thi Khanh Hoa, MA

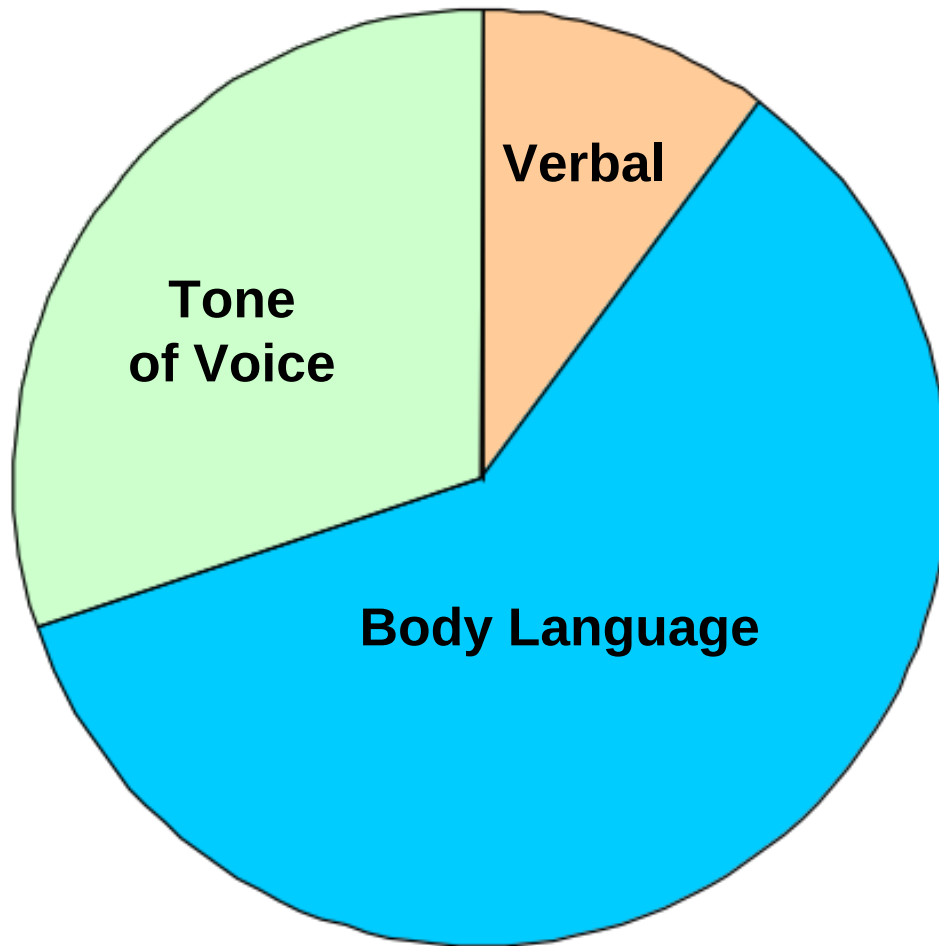
Look at the photographs below, and make a few notes on what you think their body language is saying.



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Getting in touch with the way the other people feel

93% communication is non verbal



Delivering

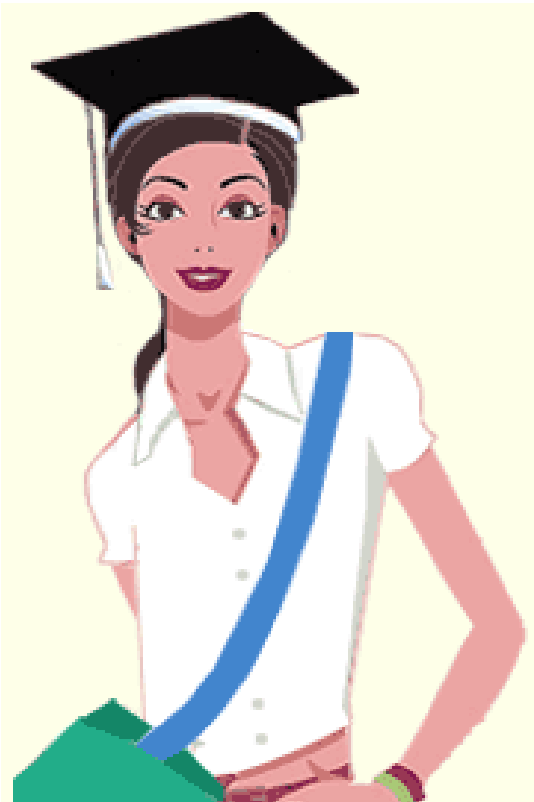
Hair style?

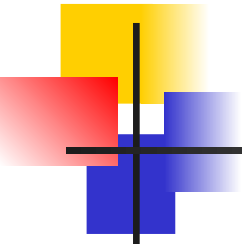
Attire?

*Eye
contact?*

Voice?

*Facial
Expression?*





Outline

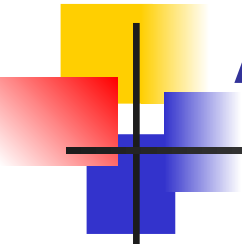
Appearance

Body Language

Voice

Position



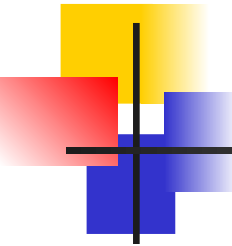


Appearance

Clothes

Accessories

Hairstyle



Appearance - Clothes

Appropriate to context and audience

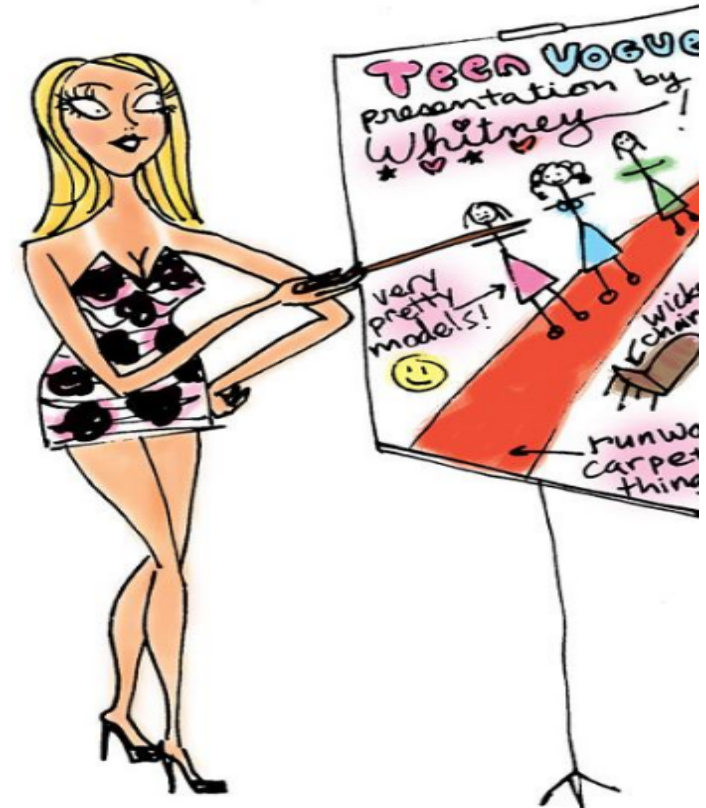
Example: a business presentation

- **For men**, a suit or a long-sleeve shirt and tie is preferable.
- **For ladies**, wear a skirt or a national dress.
- Avoid tight and revealing clothes.
- Choose business-like or conservative styles.
- Wear colours (like white or light blue) that do not distract others

Appearance - Clothes

(cont)

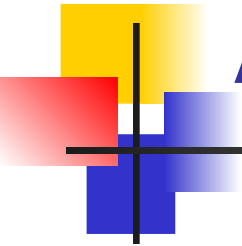
Appropriate to context and audience



Appearance - Clothes

(cont)



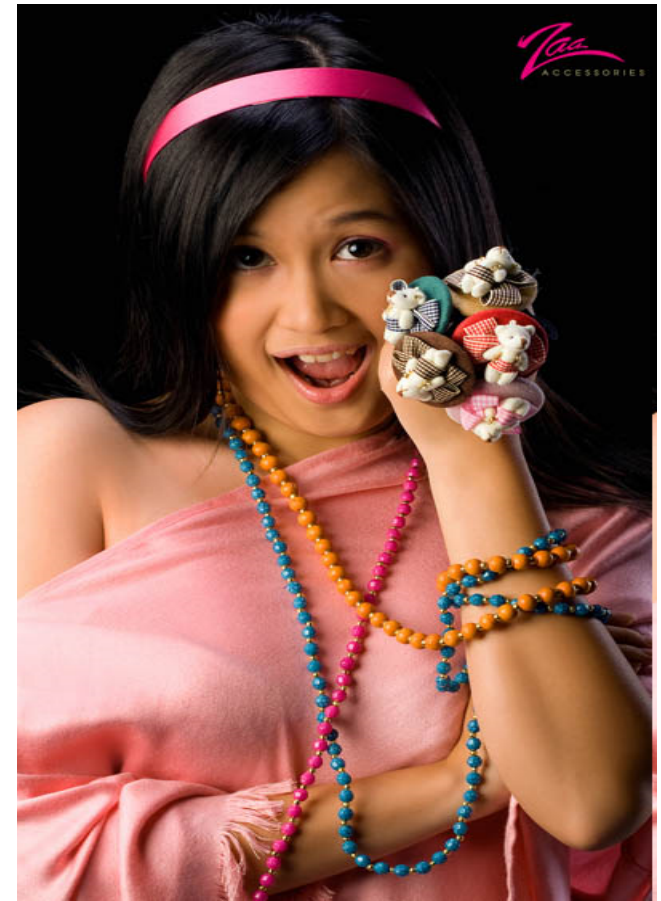


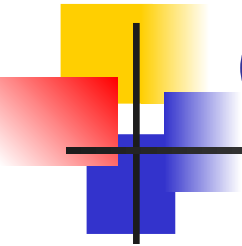
Appearance - Accessories

- ✦ Keep all electrical accessories (hand phone, organiser, pager etc) out of sight and turned off.
- ✦ Use practical and comfortable shoes
- ✦ Wear less jewellery, bags, scarves, hair accessories etc.
- ✦ Avoid garish, humorous and stained ties.

Appearance - Accessories

(cont)





Appearance - Accessories

(cont)

- ✦ Clean
- ✦ Not distracting
- ✦ Perhaps off the face or neatly styled for a corporate look

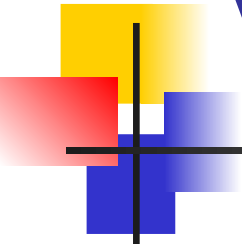
Appearance - Hairstyle



Appearance - Hairstyle

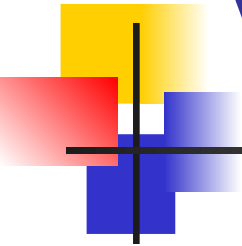
(cont)





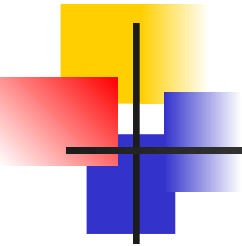
Voice

- ✦ Project your voice
- ✦ Speak low, avoid high pitch voices
- ✦ Phrasing – do not break up phrases, for example
 - ✓ *Incorrect: Vermicelli flour is / made from / rice and/ rice comes from/ paddy fields.*
 - ✓ *Correct: Vermicelli flour is made from rice/ and rice/ comes from paddy fields.*

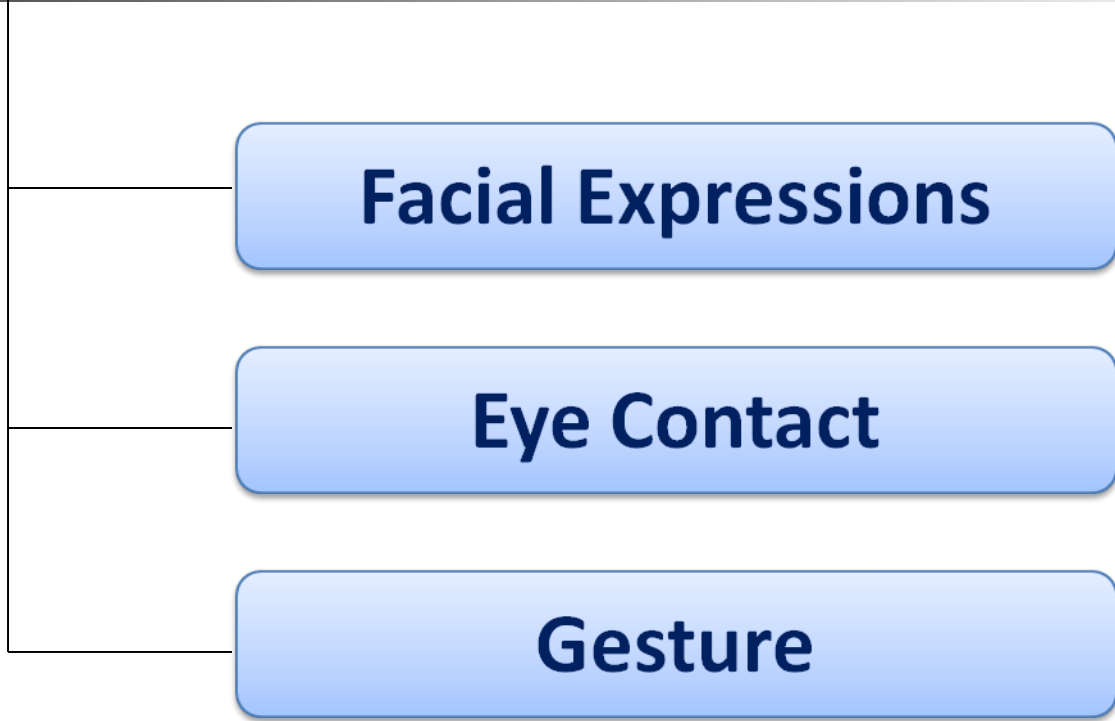


Voice (cont)

- ✦ **Volume** – speak up with sufficient volume to fill the room
- ✦ **Pitch** – Avoid a tense and irritating high pitch.
- ✦ **Pace** – Variations in pace will assist you in using your voice.
- ✦ **Speak clearly** – clear articulation is essential, don't be lazy in your speech.



Body Language



```
graph LR; A[Body Language] --- B[Facial Expressions]; A --- C[Eye Contact]; A --- D[Gesture];
```

Facial Expressions

Eye Contact

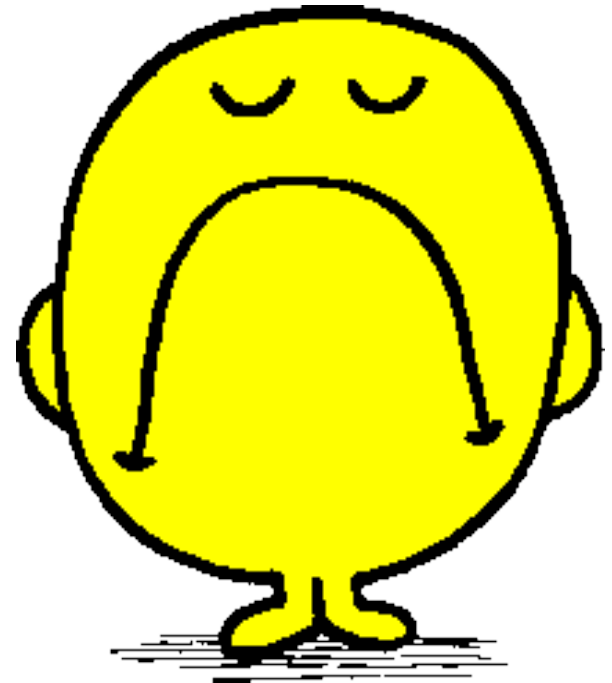
Gesture

Body Language - Facial Expression

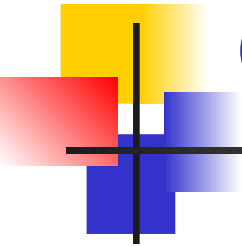
Keep an expressive, relaxed and pleasant face. This will create bonds with your audience

Body Language - Facial Expression

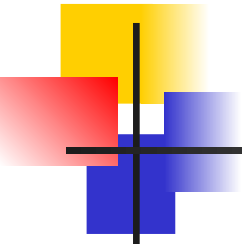
(cont)



Body Language - Eye contact



- Look at the audience and maintain eye contact as much as possible.
- DO **NOT** fix on an individual
- Keep an eye on the audience's body language

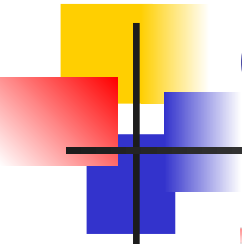


Body Language - Gesture

- ✦ Move arms and hands in a flowing and relaxed manner
- ✦ Time the gestures consistent with the ideas being expressed
- ✦ Support your hand gestures with head and body movement
- ✦ Don't be artificially repetitive with gestures

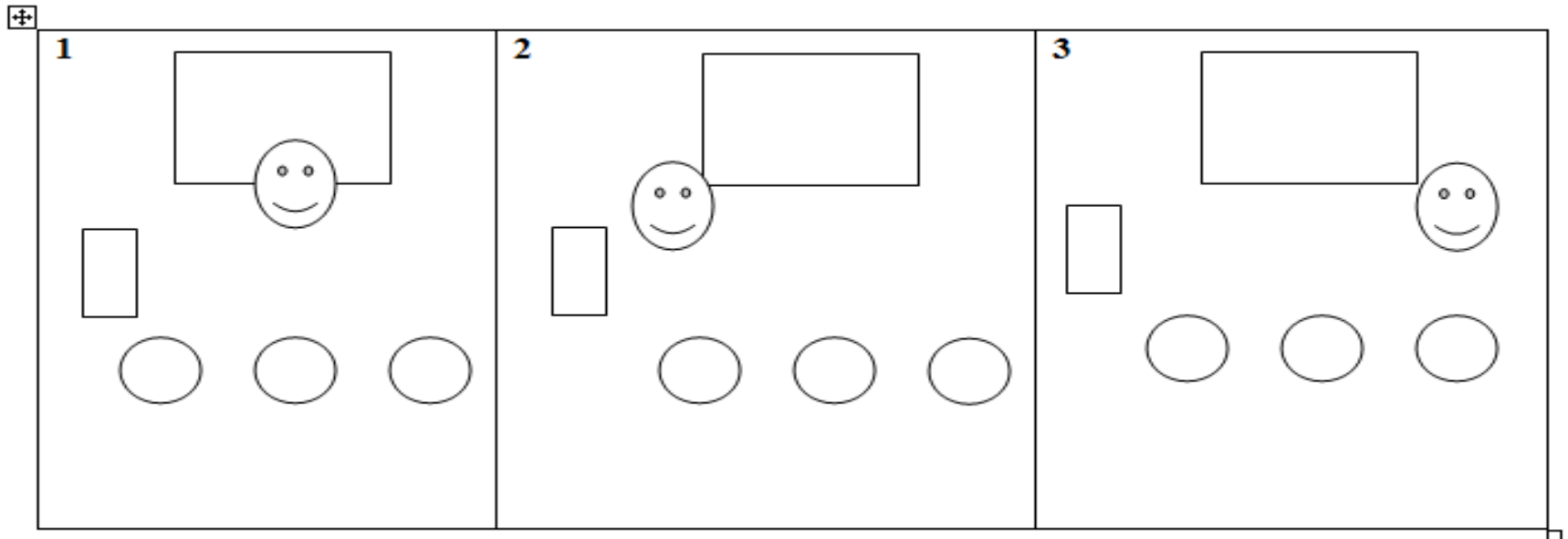
Body Language - Gesture

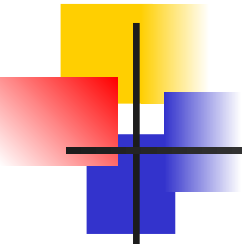
(cont)

- 
- ✦ Lean forward to emphasize
 - ✦ Move to side to indicate a transition gesture
 - ✦ Indicate importance by up and down head motions
 - ✦ Shrug shoulder to indicate I don't know or care
 - ✦ Do not move about too much. Pacing up and down can unnerve

Position

*right position of
the presenter???*





Position (cont)

***Stand in a position
where you do not
block the screen***