

# LESSON 14

## SUCCESSFUL BODY LANGUAGE

### KEY POINT MANAGEMENT STYLES

**What is body language.**

**Do we communicate with our body.**

**Do you look a person in the eye when you talk to them?**

**Look in the eye To be direct**

**Body language The way we talk with our body**

**H**ow do we communicate? We use our body. Arms legs and eyes. Read this article by Jack Smith from Inc. Magazine on how we communicate to other people.



### LESSON PREPARATION

**The effort** To try

We are making an effort for her.

**A face** Part of the body

She has a happy face for him.

**To look** in the eye To be direct

He looks me in the eye when he talks to me.

**To move** To go away

Will you move to be near them?

**Body language** Communication

They should communicate through body language.

**A compliment** To say nice things

We may compliment the host of the event.

**Let's** To make a request

Let's go.

**Wrong** Not correct

You can be wrong.

**Sensitive** Fragile

I am sensitive to criticism.

**Bad** Not good

Janet did a bad presentation.

**Attention** To concentrate

The project needed attention.

**Watch** To look at

Did you watch the presentation with us?

**Imperative**

**Team development** Group building The team was developing well.

**The habit** Things we do every day

Mike has bad habits.

**The arm** Part of the body

Steve and Susan communicate with their arms.

**To cross** To put in an X

They crossed their arms at the meeting.

**An impression** What you think first

Paul gave a good impression.

**The culture** Reflection of a group

The culture of the company is formal.

**To sit** To not stand

They sit in the office.

### SENTENCE BUILDERS

As a habit he crosses his arms.

Let's sit in the restaurant.

Body language can change with cultures.

She has the wrong impression.

They are sensitive to compliments.

### Successful Body language

By Jack Smith

Inc Magazine

#### Successful Body language

Be careful about the body language you use. Make sure it compliments what you really think. You might be communicating the wrong message. Also be sensitive to the culture you are communicating with.

The bad habits.

#### 1 ) Do not cross you arms

Your arms are crossed when you are defensive. It give the impression you are protecting something.

#### 2) Sit properly

Not sitting properly give the impression you are not making much if an effort.

#### 3) Face someone when you talk to them

When you do not face someone you are saying that you do not consider them important.

#### 4) Look people in the eye

It is important to look the person in the eye. If you speak to someone look them in the eye.

People will trust you more.

#### 5) Do not look at your watch

When you look at your watch you give people the impression you do not have time for them.

This is a bad habit and will not help with your career.

#### 6) Do not move too much

If you move a lot you will get the attention of the people around you but is it the kind of attention you want. Watch you movement.

## QUESTIONS

- 1) Your body language should \_\_\_\_\_.  
a) be defensive  
b) reflect what you think  
c) get attention
- 2) Do not cross your arms because \_\_\_\_\_.  
a) people think you are defensive  
b) people think you do not have time  
c) you will get attention
- 3) Look people in the eye \_\_\_\_\_.  
a) to get attention  
b) so you think people are important  
c) to get people to trust you
- 4) If you move too much \_\_\_\_\_.  
a) you will get attention you do not want  
b) people will not trust you  
c) people will think you are busy

## GRAMMAR

### Grammar Point Me you him her our

#### Sample

It belongs to me.

#### Explanation

The object pronouns are in the object

Subject pronouns are I you he she it we you (plural) they Object pronouns me you him her it us you them

Structure

Regular sentence structure + pronoun

So

Subject + verb + complement + object pronoun

#### Questions

- 1) That is my computer. It belongs to me.  
A. Us B. It C. Me
- 2) Jack is picking up lunch for us. We are really hungry.  
A.     B. Us C.
- 3) Mike needs a new computer. They should get one for him  
A.     B.     C.
- 4) Peter's computer is broken. they put a new one on it  
A.     B.     C.
- 5) I would like a coffee. Can you get one for me?  
A.     B.     C.
- 6) The company has a job opening. Would you like to work for it?  
A.     B.     C.
- 7) We need an idea. Can you help us find one?  
A.     B.     C.

## ● GRAMMAR

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8) They said we need help. According to them we are having problems.

A.    B.    C.

9) Do you need a new plan. I can help you

A.    B.    C.

10) We work long hours. I know you do.

A.    B.    C.

