



# SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore - 641 107

**AN AUTONOMOUS INSTITUTION**

Accredited by NBA – AICTE and Accredited by NAAC – UGC with 'A' Grade  
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai



## BODY LANGUAGE

**Body language** is a **language** without **spoken** words, it is called non **verbal communication** . We use it all the time in our social life and business life so it is all about gestures movements and expressions made by people to deliver a specific message to other people .

**Communication** in the **workplace** is essential to performing tasks and working as a team. The words spoken by staff members are only part of the **communication** puzzle. **Body language** communicates a colleague's feelings or intentions. Those nonverbal clues may align or conflict with the words coming out of his mouth.

### **Body Language - an element of Communication skills**

#### **Introduction**

Body language is another means of communication. Sometimes it can send signals stronger than words. Body language is controlled by your subconscious mind, so a reader can actually understand if there's a difference in what you are saying and thinking. In order to ensure that your words and body language compliment each other, you need to read and practice a bit. What are the gestures which you should avoid while talking to some body? What gestures can make you sound more positive? How can you show your agreement/ disagreement without speaking out? Has this worked for you? It will be interesting to know your thoughts on this.



# SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore - 641 107

**AN AUTONOMOUS INSTITUTION**

Accredited by NBA – AICTE and Accredited by NAAC – UGC with 'A' Grade  
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai



## **Impact of body language**

Body language often has great impact in transmitting messages to the listener. Facial expression and eye movements are very important while conveying your feelings. Smile on the face reflects confidence. If you are in meeting and you are not moving your eyes over all the participants, you will fail to add impact. You need to maintain intensity of voice to match the heat of the topic. Good posture coordinates your verbal language. If you have right body posture, you can easily control your voice. Your body weight needs to be equally balanced on the feet to have correct posture. Try to notice your body posture when you are happy and confident. You will find that your body is equally balanced and consequently, you are taking full breath at ease and body is moving synchronously with your voice.

Body language plays an essential role in communicating with people. Body language comprises of the gestures and movements we make of the different parts of our body when communicating with people. Many a times, body language speaks more than words. Certainly, the body language must be in synch with the words.

## **Points to remember:**

- Never be up tied or stiff while making movements.
- Avoid body language that may be misunderstood or look unprofessional. E.g. Winking
- A consistent eye contact is a positive sign and must be used
- Avoid fiddling with things around. It may distract the attention



# SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107

**AN AUTONOMOUS INSTITUTION**

Accredited by NBA – AICTE and Accredited by NAAC – UGC with 'A' Grade  
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai



- Each body part movement signifies something and helps in interpreting. E.g. Standing with hands on hips signifies aggressions, nodding signifies agreement and active listening, biting nails signifies nervousness.
- Unlike emails, body language does not give time to think. Hence they must be used appropriately.

## **Why body language**

- Body language can instantly help to evaluate the interest of people
- It is a personal way of expressing emotions when words don't help
- It can communication interesting and non monotonous

## **Positive body gestures**

Positive body gestures are a sign of confidence and security. They are a sign of active participation and leave a good impression. Positive gestures include:-

- Walking upright
- Shaking hands confidently
- Having a pleasant face.
- Nodding head is a positive gesture
- A steady eye contact



# SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107

**AN AUTONOMOUS INSTITUTION**

Accredited by NBA – AICTE and Accredited by NAAC – UGC with 'A' Grade  
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai



## **Negative body gestures**

Following negative gestures are a sign of insecurity and restlessness. Such gestures show a lack of confidence. Such gestures should be avoided in interviews or meetings.

- Being up tied
- Biting nails
- Getting distracted
- Faking a smile
- Looking at something else while talking instead of the speaker
- Proper etiquettes

In today's digital age, many people rely on social media and text messages to communicate with each other, and it offers a very convenient way to do so. Although virtual interaction allows people to talk at their leisure and can minimize pressure for some, something is lost in doing so, and by being unable to see the person as you are speaking to them, you might miss important non-verbal cues on top of verbal ones like vocal inflections. Online communication is becoming the primary modality for millions of people, and there is the possibility that body language will continue to evolve to accommodate this. However, body language has been around for millions of years, and despite it being absent in certain situations, it is still very much relevant, and it will continue to be for the foreseeable future, as long as people keep talking face-to-face.