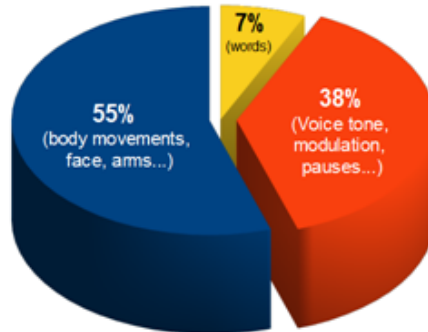


BODY LANGUAGE TIP SHEET

Karlene Belyea, MBA

www.karlenebelyea.com

93% OF COMMUNICATION COMES FROM BODY LANGUAGE



COMMUNICATION BEGINS BEFORE YOU OPEN YOUR MOUTH

Meeting People

- ④ Hand shake - equal pressure and vertical
- ④ Smile
- ④ Repeat name
- ④ Hold eye contact at least 3 seconds – first one to look away is submissive

Building Rapport

- ④ Try mirroring body positions
- ④ Gesture with palms up to build trust

Expressing Confidence

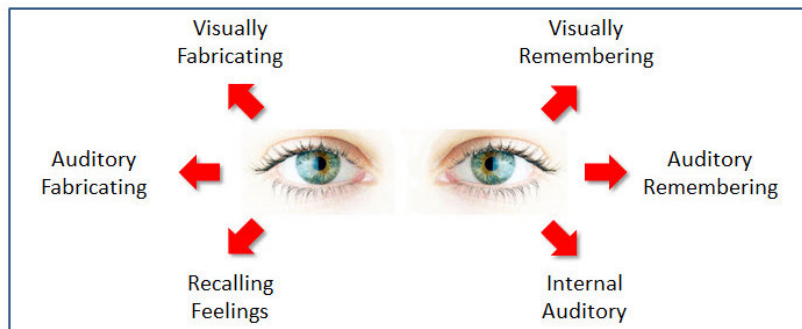
- ④ Try steepling with the hands
- ④ Have good posture
- ④ Smile genuinely
- ④ Take up space

How to tell if someone is lying

- ④ Blink rate increases and eyes dart
- ④ Look at eye movement. A right-handed person not telling the truth will look up or over to your left. A left-handed person not telling the truth will look up or over to your right.
- ④ Touching face, nose or covering mouth
- ④ Tight lipped smile

[Detecting Lies]

Eye Movements for a Right-Handed Person
(as you would see their eyes move when facing them)



Body language to avoid

- 🕒 Pointing
- 🕒 Finger wagging
- 🕒 Folded arms
- 🕒 Clenched fists

Meeting and Interview Tips

- 🕒 Carry 1 item only
- 🕒 Sit slightly angled at a table if possible, not directly across
- 🕒 Power pose for 2 minutes before interview to increase testosterone and reduce cortisol
- 🕒 Claim your space but don't be territorial
- 🕒 Don't touch face/hair or fidget
- 🕒 Use gestures to strengthen messages
- 🕒 Remember that posture breeds success
- 🕒 Keep your body "open"
- 🕒 Don't purse your lips or have a tight-lipped smile

