

GET STARTED...

# BODY LANGUAGE

## THE BEGINNERS GUIDE



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# Foreword

Our body language, or the way we use different parts of our bodies when we are in public, is a very important indicator of our mental state. Several experts have noted how we can read people's minds just by looking at their bodies. This is known as body language reading.

Now, you cannot do this too obviously. If you stare at a person's body, you are going to be labeled a leech! But, there are those subtle signs that people give out all the time, and it only takes you a split second to read them.

For instance, you could just look at the way a person moves their eyes when listening to you, or the way they hold their lips when talking. You could look at the stance of their arms and legs and the way they use their hands. These are all vital body language signs. It doesn't take you any time to read these signs, but they can tell you so much if you pay attention... and if you know what to look for.

This eBook is all about body language. It is an attempt to tell you of the various signs that people give out when they are reacting to you. By reading this eBook, you will be able to gain command over what's in people's minds.

If you think about it, there are so many ways in which this can prove immensely beneficial to you. Think of all the things you can do if you are able to delve into someone's mind. You will be able to understand what they are thinking and how they will react to you in the next minute! If you are soliciting someone with a business proposition, by being able to read what is in their mind, you could give them just the

thing they are looking for, even before their voice their apprehensions. You could put people at ease. If you are with your loved one, you could put their apprehensions to rest whenever they crop up.

Reading body language surreptitiously is a powerful tool of personal development itself. When you are able to keep everyone happy, people are going to consider you with greater regard. The confidence that that can instill in you is immense. It could help you become a better person, a person who can always be counted upon.

We are not saying that these methods of body language reading are infallible. There are exceptions, as always, and you will have to use your better judgment on some occasions.

Nevertheless, at the end of it all, these are signs that will work most of the time and in most of your interactions with people. This is the way people *normally* behave, and you will need to know how to weed out the exceptional reactions that might come your way.

Speaking of personal development, when you know how to read the signs of body language in other people, you are automatically enhancing yourself as well.

You know how body language is interpreted and hence you can manipulate your own body language so that you give out the signals you want. Can that not be done? Of course, it can! When you can read other people's body language, you can certainly improve your own as well.

So, read on. This eBook is a very powerful resource. It will help immensely in improving your impression in society, which is so much more important if you are a public figure. Moreover, it will help you to understand what's exactly going on in the minds of the people you interact with. This is a wonderful thing to learn... get started already!



## ***Body Language***

### ***The Beginners Guide***

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# Chapter 1:

## *Basic Principles of Body Language*

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Before we start out with the amazing techniques, we are going to tell you about reading body language, it is most important to first understand what body language really means.

This initial chapter tells you what this concept is all about, and what specific principles are involved.

Knowing these principles, you will know what you should be looking for exactly when you are trying to speed-read what goes on in a person's mind. So, here is a brief description of what body language means and what you should keep in mind when you are trying to interpret it.



## Basic Principles of Body Language

In both formal and casual communication, a lot of emphasis is placed on words or what people say. However, nonverbal communication is equally or perhaps even more important. Body language says a lot, and many times, what it says has more impact than the words that are actually spoken aloud.

For instance, a person might say “I am happy to welcome you into my home.” But, if their arms are crossed over their chest, their body is in a rigid stance, and their face is unsmiling, then an opposite message to his words will come across. The person they speak to will see and feel this, and will react accordingly.

Recognizing the power of nonverbal or body language, psychologists have long been studying a field of science called **kinesics**. This delves into body language as a significant factor in communication, and in extension, in human relationships. For example, for managers and leaders, understanding body language is very important. Nonverbal gestures and cues help them evaluate their employees and assess the reactions or thoughts of people in the boardroom.

From the job interview process up to the time when an employee resigns his job or gets fired, his body language is observed and “listened to.” Outside the work environment, nonverbal language is equally important. Every member of a family, parents and children, lovers, spouses, neighbors, friends, enemies—communicate through nonverbal means. And although silent, nonverbal messages are often loud, clear and unmistakable.



The teenager who storms out and bangs a door, the lovers who exchange tender looks and the mother who worriedly waits for a daughter to come home—these people do not have to say even one word to communicate their exact feelings.

Therefore, the first basic principle of body language is this:-

*Body signals reveal true feelings and thoughts.*

Most people, under normal circumstances, are not consciously aware of their body language. As such, they do not often use body language to lie or cover up the truth.

This means that compared to words, body language tends to be a more accurate reflection of what they truly feel or think. In cases when what a person says is different from what his body language says, trust the nonverbal message more than the actual words.

How to read body language correctly is a skill that is developed through experience, practice, and careful observation. Being observant is especially important to learn how to correctly interpret nonverbal language.

One should know that it is not just the facial expressions, the body stance, or the movements of the limbs that comprise body language. Here are other elements of nonverbal communication:-

- The distance or space between the people communicating (also called ***proxemics***)
- The breathing or respiration of the person, and other signs if present or noticeable: perspiration, blushing, pulse rate

- The quality of his voice (pitch, pace, volume, intonation, pauses and others)
- How a person holds or touches certain things such as a pen, cigarette, bag or his glasses

Being observant means noticing all these, in addition to the facial expressions, of course, and the movements of the body. Through studying body language, one can further learn intricate varieties and details to these general expressions that convey different meanings.



# Chapter 2:

## *How to Read Body Language*

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Now that you know what body language means, it is good time for us to start with our initial techniques. There are various ways of reading body language—you should know how to look for the telltale signs—but at the same time, you should know that there will be exceptions.

In any case, these signs are almost universal and you can use your better judgment to find out how people tell what you want to know, most times without putting their thoughts into words.

Let us get started with the various tips and techniques on how you can read and interpret body language in the people that you meet.

## **How to Read Body Language**

For people who are interested in learning how to read body language, certain skills are necessary. First, one must be observant. Second, they must be willing to put effort into the learning process. They should understand that they will need real experience as their hands-on training, and that they will not master the art overnight or after just a few days or weeks. It takes careful study and much patience.

That said learning to read body language is not a very difficult task. One reason for this is that it has been studied for a long time by psychologists and scientists.

They have laid down considerable groundwork to guide those who are truly interested in learning how to interpret nonverbal language. Another reason is that learning the skill is inherently fascinating and useful.

All people want to know when someone is lying to them, or what real thoughts lie beneath a poker face. The study of body language is also naturally engrossing for someone who is interested in people and the dynamics of relationships.

Here are some tips to read body language:-

1. Note the facial features, especially the eyes. These are the “windows to the soul” and they convey much of what a person feels inside. If the eyes are dilated or seem to be wide open, it means that the person is interested in the topic or in the person he is talking to. Dilated eyes also indicate focus or

concentration. In other cases, they can mean that the person has been taking drugs.

2. Where the eyes are directed can also be significant. If they are looking at the side, the person may be feeling guilty or wanting to hide something. If the eyes are looking down, he may be feeling shameful or subservient. But these interpretations are not correct one hundred percent of the time. It will take experience to learn how to correctly gauge what the eyes are saying.

Here are a few facial gestures or movements and what they can mean:

1. **Rubbing the chin** – The person is thinking or trying to decide on something.
2. **Eyebrows raised** – These indicate shock or surprise. The greater the emotion, the higher the lift of the eyebrows.
3. **Touching the eyebrows quickly** – This can mean a sort of a greeting, a sign to acknowledge someone who has just entered the room or started talking to the person.

Also notice the general body position. If one person's stance or position is similar to that of the person next to him, this can mean that they both are comfortable with one another, and that they are

hitting it off. This is called “mimicking” or imitating the other person’s body position.

Observe as well the distance or space between two people. The closer they are, the more affection, warmth or openness there is between them. If they are far apart, they can be recent acquaintances who are not (yet) very interested in one another.

If one person moves closer to another, but this second person moves farther away, this means he is turning away or refusing any further closeness. But if the second person moves closer too, he is reciprocating the first person’s interest or advances.

The hands, fingers, arms, legs, feet and other body parts can express so many things that it will take a whole book to cover all the possible interpretations. Learn more by reading on the subject, and observe people around you to become more skilled in interpreting body language.



# Chapter 3:

## *How to Speed-Read People's Minds to Enhance Our Lives*

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Reading people's body language is one thing; reading it skillfully is quite another. When you are attempting to interpret what is going on in a person's mind, you have to make sure that you are doing it quite subtly. It will not do, of course, to keep staring at the person's face. You cannot do that. Your reading of the person's signals has to be quick and innocuous... the person should feel that you are just looking at them casually and that there is no ulterior motive behind your observing them when they interact with you.

The other thing to remember is that you have to do it very quickly. You cannot linger your gaze on any part of their body. It gives out a wrong signal about yourself. You have to learn how to speed-read people's body language.

This chapter tells you how it can be done. Just a quick glance is enough to take in and interpret what a person is telling you without words. Also, when you are able to speed-read, you are also able to adjust your reactions in such a way that they can have the most optimal results.

## **How to Speed-Read People's Minds to Enhance Our Lives**

In today's world, one comes across many people on a day-to-day basis. It may be a business purpose, an educational reason, or simply a need to talk with your family, friends, neighbors etc. In such cases, there are situations when you have an offer, a request, or a simple invitation for which you would like to get the other person's response. You would like to know whether he or she agrees or disagrees to it. In this case, it is a good idea to make use of basic mind reading tricks. Those people who know how to read a person's mind can easily make out what is going on in the other person's mind. As such, mind reading tips and techniques are really beneficial in daily lives.

### ***Meditative Practices***

One great way to learn to read a person's mind is by yoga or meditation. Start taking the mediation classes. Meditation is a natural technique that starts disciplining the mind when you go through it daily. It will then completely let you alter your thinking and make your mind conscious.

There is a state called Alpha state that is a state between being awake and being asleep. Most psychics make use of this state. In this state, one is receptive to all impressions and is very relaxed. Sometimes in daily lives, anybody can get into this state like when one gets dozed off when watching the television or when driving a vehicle. A usual and regular activity can get you into this Alpha state. However, when one learns and practices meditation techniques or yoga then he or she



becomes aware and alert. They can then easily read others mind and understand their responses.

### ***Putting Ourselves in Their Shoes***

The other way for reading a person's mind is to keep yourself in the opposite person's place. This way you can feel and understand better about what may be going in that person's mind. There have been researches and discoveries in the area of mind working. Scientists have got to a conclusion that the neurons in the brain make us alert when we see other person doing anything that we have done before. As such, when we can interpret these simple things then we are able to interpret other person's mind and their responses and reactions.

### ***The Importance of Numbers***

Another useful technique is to start communicating with lots of people daily. Build a good network of friends, acquaintances and other people. When you have a huge network of people you know, and you communicate with them quite often then you gradually learn to understand people and their behavior and thinking by yourself. It is a practical formula to learn to speed-read a person's mind. Your own practical knowledge and experience in dealing with all sorts of people will lead you to developing this skill.

All these above points must be followed to develop a skill of speed-reading other's mind. It is a beneficial skill so that you are not fooled or trust fake people. It helps you to understand the things well before committing.

# Chapter 4:

## *The Role of Eyes in Body Language*

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Eyes have always been considered as the most expressive organs of the human body. Poets have written odes on them; medical professionals have done extensive research on them.

Frankly speaking, even without any special training in reading body language, you are able to read many of the signals that a person is giving out by just looking at their signs.

You know that when a person crinkles their eyes, they are probably thinking hard; and you know that when a person rolls up their eyes, they are indicating their non-acceptance or unwillingness for something. Some of the signs are quite apparent, but there is so much more that the eyes can tell you.

It is befitting that we start our body language reading techniques with the eyes. There is so much they can tell you, if you are only willing to hear them!

## **The Role of Eyes in Body Language**

The eyes are perhaps the most expressive parts of the human body. Many people instinctively feel that the eyes cannot and do not lie. What is seen in them has to be the truth. From this widespread belief comes the familiar phrase “Look into my eyes,” which has the implicit suggestion that when this is done, the eyes will reveal the truth.

Experts in body language agree: the eyes are often true reflections of a person’s inner thoughts and feelings. What is also very fascinating is that most people seem to have an inborn ability to “feel” what the eyes are saying, and to “connect” with someone through the silent but powerful language of the eyes.

One evidence of this uncanny ability is the fact that although a person may be standing a considerable distance away, he can feel with absolute certainty that he has established eye contact with someone even at that far distance.

Another evidence is that no one has to be taught how to recognize different looks in the eyes: a glazed or blank look, a penetrating look, a surprised look, eyes overcome with emotion that are about to cry, a look that caresses lovingly, and eyes that hide something out of guilt or shame. People just know these things, out of natural instinct. It is difficult for most people to explain how they know the exact emotion or message being conveyed by the eyes; they just know.

Nevertheless, beyond the looks of the eyes that are easily recognized by practically everyone, there are other movements of the eyes that are known only by those who have extensively studied “eye language.” Below are two examples.

1. ***When the eyes look toward the right***, this means that the brain is imagining or creating certain thoughts. Thus, eyes looking at the right can mean that the person is lying, or fabricating something in his mind while he is speaking. He could also be simply guessing or telling a made-up story.
2. In contrast, ***when the eyes look toward the left***, this means that the brain is recalling or remembering something. This is a good indication that the person is being truthful. He is remembering things, not making them up.

The explanation for this lies in the so-called right-brain and left-brain functioning. The right brain is associated with creativity, while the left-brain has to do with cold facts and memory. Where the eyes are directed indicates which side of the brain is active. Thus, right-looking eyes, or right-brain functioning, is creative and therefore more likely to be linked to lies and fabrications. Left-looking eyes, or left-brain functioning, is concerned with memory and the remembrance of facts (without altering them).

Detectives and crime investigators use the side movements of the eyes to help them gauge if a witness or suspect is being truthful. However, they are also aware of the fact that right-looking eyes do not always mean the person is lying. He may just be unsure or speculating, or he simply does not know the answer to the question asked.

There is a lot more to be learned about the eyes and the “volumes they speak.” It is often helpful to learn how to identify clusters of expressions—from the eyes, mouth and the whole face in general, taken as a whole—to correctly interpret facial expressions. This takes a lot of study and practice.

# Chapter 5:

## *The Role of Head and Face in Body Language*

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When we are interacting with somebody, it is mostly their head and face that we can most easily observe. We can look at the various signs they give out, even without making an attempt at it.

That is the reason why it is so important to understand what a person's head and face say when they are interacting with us.

In this chapter, we are going to understand what a person's head and face can tell us about what's going on in their mind.

This is a very essential chapter of speed-reading, because you do not really need time to understand what goes on in someone's mind when they are talking with you.



## **The Role of Head and Face in Body Language**

There are six facial basic expressions that are universally recognized. This means that no matter what country or race a person belongs to, he naturally recognizes and understands what these expressions mean, and these are: - happiness, sadness or sorrow, disgust, anger, surprise and fear. Scientists theorize that understanding these expressions is a genetic, rather than learned, ability that every person has.

Beyond these six expressions, the face and the head can convey many other meanings and emotions. Anyone can learn about their meanings through careful study and patient observation of the people they meet or come in contact with. This is exactly how experts in body language learn to “read a person” without the need for words or verbal communication.

The head can provide very helpful hints that indicate a person’s inner emotions and thoughts. First, where the head is directed also determines the general direction of the entire body. The head can be directed forward, turned to the left or right, or backward. All these have certain meanings. In addition, head movements such as nodding also give off specific signals useful in interpreting body talk.

### ***Head Signals... What Do They Mean?***

Here are a few examples of head movements and their meanings:-

- Head nodding generally means agreement. Slow head nodding can mean attentive listening, but it can be faked by a person

who nods out of politeness but is not really interested in the topic. If the eyes also appear interested, then the slow head nodding is probably not faked. Fast nodding, meanwhile, can mean impatience, as if the person is saying, “Hurry up!” In a conversation, fast nodding tells the speaker that he has already covered the topic enough and that he should move on to his next point.

- Head shaking is the opposite of nodding, and it indicates disagreement. The sideways movement of the head can also mean disbelief, frustration, and annoyance.
- A head that is held up indicates alertness, and at times, neutrality or objectivity. The person is listening openly, without any bias.
- A head that is held up high in the air indicates arrogance or superiority. This is reinforced by a chin that juts out.
- When the head is tilted to one side, this can mean thoughtfulness and interest. In some cases, it also indicates submission, vulnerability, or complete trust and faith in the other person.

### ***Face Signals... What Do They Mean?***

Here are some examples of facial expressions and what they usually mean:-

- A smile generally indicates friendliness and cordiality. But there are many kinds of smiles. The pasted or fake smile can be easily

recognized because the eyes do not convey any warmth. This smile is also put on longer than what's natural. A tight-tipped smile indicates concealed, secret feelings. The mouth is stretched in a straight line, with no teeth showing. It is as if the person is saying, "I don't like or trust you" and "I'm keeping something from you." The twisted smile is yet another kind of smile, one that usually indicates sarcasm.

- Pursed lips often mean that the person is upset, anxious, impatient, or is highly focused on something that occupies his mind.
- Biting the lips can denote tension. The person is stressed or anxious.
- The lower lip jutting out means that the person is upset.

Besides these, there are many, many more facial movements and gestures that mean certain emotions, moods or thoughts. It will take a lot of time and study to be familiar with all these nonverbal but very useful body signals.



# Chapter 6:

## *The Role of Neck, Chest and Back in Body Language*

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You can understand quite a lot about what is going on in a person's brain by noticing the way they hold their neck, chest and back when they are conversing with you.

This is very good knowledge to have if you are a public speaker. Even from the distance of your dais, you are able to observe people's state of mind by observing their stances.

Read on to know about what a person's manner of holding their necks, chests and backs can reveal about what they feel about you.



## **The Role of Neck, Chest and Back in Body Language**

Most people will have at least heard about body language, a form of non-verbal communication. Some of it is even easy to interpret. Let us say someone slaps you across the face. This indicates that they are angry or upset with you, even though they might not have said a single word. On the other end of the scale if someone throws their arms around you and hugs you it is normally a fairly good sign that they are happy to see you. Again, they may not have uttered a single word.

Yet most body language signals are more subtle and not that easy to read. Much has been written about body language and how to interpret it. There are countless books on the subject as well as millions of websites. Most of them will tell you how to recognize and interpret facial expressions, eye movements and hand gestures. There are, however, other areas of the body such as the neck, back and chest that should not be ignored.

### ***The Neck***

Let us start with the neck. It should be taken into consideration that body language is not a new phenomenon. It is as old as man is. Back in prehistoric time man was constantly under threat from predators. When most predators attack, they will go either for the side of the neck or for the throat, tearing out the trachea. Even today, when people feel threatened they lower their chin and hunch their shoulders. Without realizing it all, what they are doing is covering their jugular vein and protecting their throat.

When someone is angry, they will often raise their hand and slap it to the back of their neck. What they are actually doing is repressing the urge to hit someone. People will sometimes rub their neck as a subconscious indication that they do not believe what someone is telling them.

Someone sitting back with both hands clasped behind their neck is displayed a confident or dominant posture.

### ***The Back***

The posture of a person's back can tell you a lot about them. Someone who stands or walks with a straight back is usually displaying confidence, strength, pride and power. Their body language says "I know who I am, I know what I am, don't mess with me." On the other hand someone walking or standing with a slouched back says just the opposite. This often makes them targets for bullies or thugs because they look like victims.

### ***The Chest***

Men in particular will often pull their shoulders back and push their chests out as a show of either confidence or arrogance. Both men and women will push their chest out in an attempt to impress a member of the opposite sex.

It is claimed that women send out five times more sexual body language signals than men do. Many women use body language to flirt, either consciously or subconsciously. Women who are flirting will often wear a low cut top or dress that reveals the skin on her back, chest or shoulders. They may lift their hair to reveal the skin on their neck.

# Chapter 7:

## *The Role of Hands and Arms in Body Language*

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Among the physical parts of the human body, the most obviously physical I mean, are the hands and arms. That's because most of us have a habit of using our hands and arms in some way or the other when we are interacting with someone.

We may prop up our chin on our hand, or we may be arms akimbo when listening to someone, or we may keep our elbows on the table... there are so many ways in which we use these organs. Most of us have a habit of gesticulating widely with the arms and hands when talking.

What do all these signals mean? What can these signals tell us about what is going on in their minds? This is an attempt at understanding a person's mental state through the way they use their forelimbs.

## **The Role of Hands and Arms in Body Language**

It is often said that if you tied some people's hands behind their backs they would not be able to talk. While this may be said in jest, there is more than just a bit of truth in it. Stop for a minute and think of just how much you use your hands when you talk. It is probably the most common form of body language.

It is also interesting to note that hand signals and gestures are the easiest to interpret. For many deaf people, for example, sign language is their main form of communication. We often use hand signals and gestures to communicate when there is a language barrier. How many anglers will use their hands to demonstrate the size of the fish that 'got away?'

Yet body language features many more gestures with both the hands and the arms that are far more subtle. People will rub their palms together, communicating positive expectation. Placing your hands on your chest while you speak gives you the appearance of being truthful. People that are anxious will often hold their own hands while people who are bored may interlace their hands and twiddle their thumbs. Someone sitting at a table with their hands clenched into fists may be indicating that they are tense or nervous while the same person sitting with open hands shows that they are relaxed.

Often you have to look at more than one body language signal to get a clear indication of what they are communicating. For example, someone standing with their arms folded across their chest is normally demonstrating that they are uncomfortable, reserved, or has cut you off. Yet if that same person was standing with their arms

folded across their chest with their legs spread shoulder - width apart they are showing toughness or authority. A person standing with their hands on their hips may be showing that they are impatient. People will often throw their arms into the air to demonstrate frustration.

The fingers and thumbs are sometimes placed together, almost like praying hands, to demonstrate a confident or superior attitude. People in authority when giving orders to subordinates often use it. The person will normally have the fingers pointing upwards while they are speaking and pointing downwards when they are listening.

Another important aspect of using the hands in body language is touch. When someone is talking to you and they feel comfortable they will often lean towards you and place their hand on your hand or on your arm. This is particular true between members of the opposite sex.

People in authority, such as police officers, senior military personnel, headmasters and even royalty, will often walk with one palm gripping the other hand behind their back. Just look at how often someone like Prince Charles does this when they are in public.

Be aware of what your hands and arms are doing when you are talking. They may just be saying something that you do not really want said.

# Chapter 8:

## *The Role of Legs in Body Language*

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Legs, just like the arms, can reveal a lot about a person's inner nature. You can understand their state of mind by the way they use their legs in a conversation, or even when they are just sitting and listening to you.

What are these signs that we should be able to understand? In this chapter, we will see how there can be different connotations to the ways people use their legs.



## **The Role of Legs in Body Language**

It was none other than Albert Einstein who said, “The legs are the wheels of creativity.” He could just as easily have said that the legs were the wheels of non-verbal communication. This is because the legs will often communicate what the person is not saying.

Much has been written about body language and most of that knowledge is freely available. While many people try and observe and interpret the body language of others, just as many people are now conscious of their body language and will deliberately try and control it.

Yet most of them will concentrate on their upper body. They will attempt to control their facial expression and be very conscious of what they are doing with their hands while forgetting all about their legs. If the legs and upper body are in conflict, it is a dead giveaway that the person is trying to control their body language.

Interpreting body language is not an exact science. Individuals react in different ways, as do different cultures. You can, however, observe the legs and feet for certain signals. If a man swaggers when he walks it is usually a sign of confidence. Women will sometimes walk in a manner that causes their hips to sway. This is a subtle sign of flirting.

The two main methods of observing a person's legs is when they are either standing or sitting. It is normal for a man to stand with his legs about shoulder width apart. If his legs are wider than this then it usually indicates that the person feels grounded and confident. A person standing with a wider stance is attempting to make the body seem wider and therefore more powerful. This stance also takes up



more territory and shows domination. If a person stands with their legs together or less than shoulder width apart then this could be a sign of anxiety or inferiority. They are trying to hide themselves as small a target as possible.

When someone is sitting with their legs crossed, it could indicate that they are either closed off to you or that they have a closed mind. Getting someone to uncross their legs is a clear sign that they are opening up to you. Just remember to take into consideration that a woman sitting with crossed legs does not necessarily mean she is closed off to you.

This is a common posture for women, especially when they are wearing a short skirt or dress. If her knees are turned towards you it shows that they are receptive. If, however, her knees are turned away from you it is usually a good indication that she is uncomfortable with you and wants to get out of there.

Move a bit further down the legs and look at the feet. If someone's feet or even a single foot is pointing towards you, it means that they are comfortable with you. If the feet point away from you, it means that the person is getting ready to leave.

# Chapter 9:

## *The Role of the Lips in Body Language*

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There is such a lot a person's lips can tell you when they are interacting with you. Of course, you will need to use your speed-reading skills to the hilt here (and that is why we have included this chapter towards the end of this eBook) because you just cannot keep staring their lips. Just a quick casual glance should be able to help you read what is in the person's mind.

But, what helps you here is the fact that lips are among the most expressive parts of the human body. There is no way a person can keep their lips passive when interacting with someone. They are definitely going to move, and so they are definitely going to tell you what's going on within!

Here is what you should be looking for...

## **The Role of the Lips in Body Language**

It was UCLA psychology professor Albert Mehrabian who concluded that there were three basic elements present in any face-to-face communication. According to Mehrabian, these elements consisted of what was being said (words), how it was being said (tone of voice) and nonverbal behavior (body language).

Body language is a form of non-verbal communication in which we send out signals, often without realizing we are doing so. It is often in the form of our body posture, eye movements, facial expressions or even our gestures. Moreover, the study and interpretation of body language has become something of a science. Countless books have been written about the subject and there are over 80 million websites devoted to body language.

According to Professor Mehrabian words make up only 7% of face-to-face communication while the tone of the voice makes up 38%. This means that a staggering 55% of face-to-face communication is by means of non-verbal communication. The ability to interpret body language is a major boon. A person may be saying one thing but their body language is giving out an opposite message.

Something that must be understood from the outset is that reading body language is not an exact science. Individuals react differently, as do different cultures. This can make it easy to misinterpret the signals.

Facial expressions, especially those involving the eyes and the lips, can often be used to interpret non-verbal communication. While we may use our mouth to speak, often the lips say a lot more. The

intricate muscles of the lips means we can shape them with remarkable precision. Pursued lips, for example, are often an indication of tension. They could indicate frustration or even anger.

One of the most recognized signals in every country and culture is the smile. It indicates friendliness and desire to communicate. Yet it is not a natural facial expression. It is something that we have learnt to do. Moreover, a smile could be genuine or it could be forced. A genuine smile involves the entire face, including the eyes. A forced smile uses only the muscles around the lips.

Twitching of the lips is often an indication of a person's inner thoughts. If you are talking to someone and the corner of their mouth twitches, it could indicate that they do not believe what you are telling them. Often when someone is telling lies, their lips grimace briefly. This is their subconscious expressing disapproval of the conscious lies.

The lips in particular are often used for non-verbal communication with members of the opposite sex. A woman that licks her lips when she is talking to you is often showing that she is interested in you. Likewise, a light puckering of the lips into a kiss shape also indicates that she is interested in you. Be careful though, if her lips are puckered and she touches them with her fingers it usually indicates that she is uncertain.

In conclusion, one should not only listen to what people are saying but watch what their body is telling you as well.

# Chapter 10:

## *Ways to Improve Body Language*

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When you understand how to read people's body language signs, you are certainly developing yourself as well. When you know what different signs mean, you are going to make sure that you do not give out any wrong signs.

You are going to use your body as a tool, which can tell people what you want them to know.

On many occasions, people have meant well, but because of wrong body signs, they have given out the wrong impressions. This has led to souring relationships, failed marriages, disagreements between friends and dead-ends in businesses. You do not want that to happen to you.

This chapter tells you about how you can use some body signs yourself so that you give out the right message.

## **Ways to Improve Body Language**

Body language has sometimes been called the 'Silent Language'. It is non-verbal communication that often says far more than words do. Most people these days have a fair idea of how to interpret body language or, at the very least, have some knowledge of the subject.

Being able to interpret another person's body language can be useful or, in some cases, even vital. Yet it is one thing being able to read someone like a book, but how do you know that they are not doing exactly the same thing with you? Does your own body language sometimes not back up what you are saying? Or does it sometimes let you down?

There are ways in which you can improve your body language. You have to remember that most of the non-verbal signals that we give off are not done consciously. They are usually a subconscious reaction. So the very first step in improving body language is to become aware of what our body is doing.

Learning how to improve our body language can give us an advantage when speaking to superiors or subordinates, can help us with interviews and business deals, and can be very useful when dealing with members of the opposite sex.

Let us start from the top of the body and work our way down. When someone is talking to you, they are often looking for reassurances that you are actually listening to what they are saying. A slight nodding of your head will not only reassure the person that you are listening to them, but that you are also agreeing with what they are saying. This will put them at ease and they will often say more than they intended.

When you smile at someone, make sure that it is a genuine smile and not a forced one. A genuine smile will involve not only the mouth but the eyes as well. A genuine smile will put people at ease while a forced smile will make them wary.

When in a conversation with someone remember to look them in the eyes. Do remember, however, to look away every now and again. Staring at a person for too long will make you seem creepy and could intimidate them.

When you are speaking to people, especially a group of people then touches your chest with the palm of your hand. This signal indicates that you are being honest and open. When you are standing or walking, keep your shoulders back, chest out and back straight. This gives an impression of confidence, motivation, and strength. If you slouch your back and shoulders it gives the opposite signal and make you appear weak and unsure of yourself.

Standing with your feet apart, keeping them at a distance of more than shoulder width, chin up and your arms folding across your chest will give the impression that you are in control of things. It is a very dominant stance and portrays confidence.

If you are sitting and talking to someone make sure that your feet, or at least one foot, is pointing towards them. If your feet are pointing away from them it may give the impression that you want to leave.

# Wrapping Up

Body language is something that all of us use, but very few of us know what an important tool it is. Very few people realize that body language reading can take us to the very innards of a person's mind, and they can actually create an impression for ourselves too.

With this e-Book, we have endeavored to shed light on some of the most important aspects of body language reading. This is what we need, and we should use it, in order to create the best impression on people, grow ourselves personally, give people what we want to give them, and find out what's going on in people's minds.

When used effectively, the skill of body language reading can help us to improve our personalities, but it can help us in so many other areas of our lives. We become better conversationalists. We can find out from people what we want to know. We can become better speakers. We can become better managers of our teams. We can become better instructors. Almost in every area of our lives, the skill of body language reading can help us immensely. We can have better businesses and relationships, and we can be happier about our lives.

So, use the techniques in this e-Book and see how you can put a new spin to your life.