

Student name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

## Practice

**1** Are these expressions of body language generally considered to be positive (P) or negative (N)?

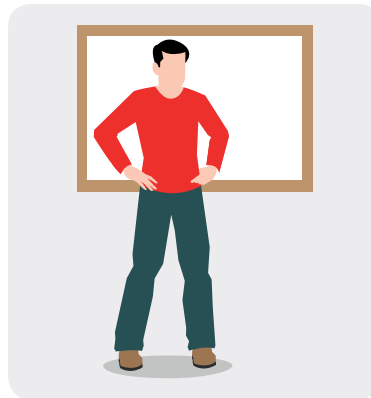
- |   |   |       |
|---|---|-------|
| a | having a conversation with your arms folded             | _____ |
| b | holding your hands above your belt line when presenting | _____ |
| c | holding eye contact for a long time in a conversation   | _____ |
| d | using your fingers to count arguments                   | _____ |
| e | keeping a open posture when talking                     | _____ |

**2** Which is the best posture for giving a presentation?

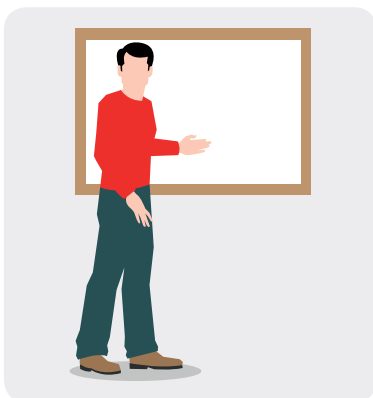
a


☐

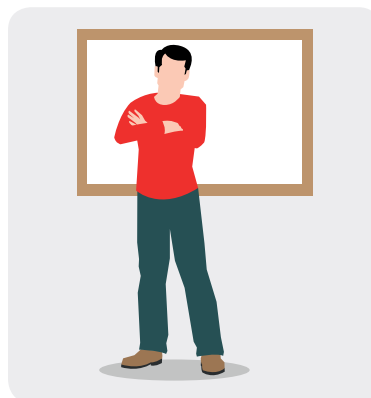
b


☐

c


☐

d


☐

**3**  In pairs, take turns to read the texts out loud, paying special attention to your body language.

Think about:

- how your hands will help you to deliver the message
- how much eye contact is suitable
- what posture is ideal

a

There are three types of hackers: white hat, grey hat and black hat.

b

On the one hand, we need more reference material. On the other hand, we don't have much time left.

c

Our most expensive product costs £250, and our cheapest, £50. The middle-priced option is £150 and is very popular.

d

I'm sorry, but I can't understand why this is a problem.

## 4 Choose a topic you are familiar with and prepare a three-minute talk.

- Think about what you're going to say, but also your body language and gestures.
- When you're ready, deliver your talk to your partner. They should fill in the checklist.
- When you're finished, change roles.
- Use your checklists to discuss what you did well and what you didn't do so well.

### Checklist

	Yes	No	Not sure
• Did they maintain suitable eye contact (not too much or too little)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Did their hands express their ideas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Was their posture open and friendly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### TIP

As important as gestures are, they can be overused! If you wave your hands around too much, it can be distracting for the audience.

Think of a few gestures that can help you express your ideas, then find a comfortable position for your hands for the rest of the time (for example, holding them above your waist).

## 5 Deliver the same talk again. This time your partner will change their body language. Pay attention to your partner's body language and respond appropriately.

Your partner will pretend to:

- be uninterested
- not understand something you've said
- want to interrupt you to say something

## Reflect

### 6 Think about your body language. What problems do you have? How can you improve in future?

Makes notes on the following topics:

- hands \_\_\_\_\_
- eye contact \_\_\_\_\_
- arms \_\_\_\_\_
- posture \_\_\_\_\_