

BODY LANGUAGE

Eye contact

- **Rule of thumb for eye contact is 1 -3 seconds per person**
- **Don't let your eyes dart around the room**

BODY LANGUAGE

*Make your **Gestures:***



- **Up and out**
- **Unilateral**
- **Descriptive**

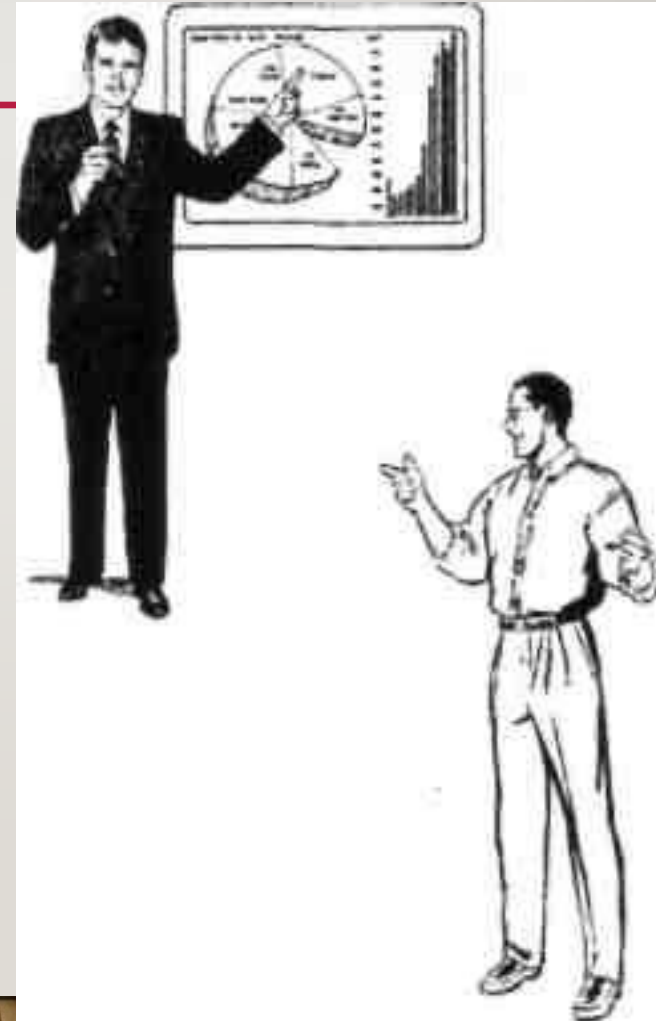
BODY LANGUAGE

Posture

**Keep your posture
erect but relaxed**

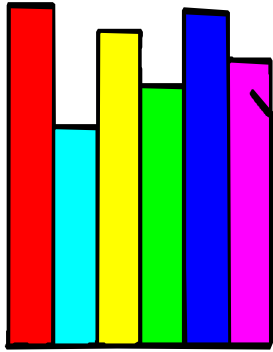
Shoulder orientation

**Keep your shoulders
oriented toward
the audience**



BODY LANGUAGE

Have a Strong Stance



- **Plant feet hip-width apart**
- **Bend knees slightly**
- **Distribute weight evenly**

BODY LANGUAGE

AVOID

- **Gestures below the belt**
- **Covering the front of the body**
- **Over-gesturing (let arms rest at side)**



BODY LANGUAGE

AVOID



➤ **Crossed legs**

➤ **Ballet or "macho" stance**

BODY LANGUAGE

AVOID

- **Random movements**
- **Pacing**
- **Small, tentative or exaggerated gestures**



REFERENCES:

**PRESENTATION SKILLS. *PARTICIPANT*
WORKBOOK. GLOBAL CONSULTING**