

# Body language



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Read the article, then, from statements a-k, choose five which reflect the content of the text. (a) We rarely think about how to behave in an interview. b People going for interviews are generally given useful advice. c You could learn to 'sell' your image by using suitable body language. d Employers take more notice of body language than prepared interview language. e Practise your interview technique by watching others in action. f Learn to smile throughout the interview. g You need to make eye-contact with everyone interviewing you. h Use your hands to communicate as often as possible. i It is sometimes difficult to tell if you have made a good impression. j You will be able to tell if you have not achieved what you wanted to in an interview. k We must realise how important it is to use suitable body language in an interview.

Learn To Speak Body Language When we go for an interview, most of us think carefully about what to wear and what to say but hardly ever about how to act - in other words, what our body language is telling the interviewer. So how can we appear cool when we are feeling so nervous?

Judy James, a body language specialist and author, says that most interviewees who ask for advice are told " Just be yourself". This, she says, is the wrong approach. 'If you are just going to be yourself, why not turn up in an old tracksuit? You would never do that, so why just 'be yourself" in body language? Instead, by marketing your body language, you can control your own success.' According to experts, body language accounts for 55 per cent of the effect we have when communicating. Tone of voice accounts for 33 per cent and words for just 7 per cent - so what you say matters much less than how you behave. Employers nowadays are cautious about the fast-talking interviewee who has learned certain words and phrases but who may be hiding a basic lack of knowledge or simply lying. So they look increasingly

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for other signs which will show a person's character and ability - such as body language. You will be more impressive at an interview if you have prepared by doing a 'dress rehearsal' of your facial expressions and hand movements in front of a mirror. It sounds ridiculous: but it works. When it comes to facial signals, you should always smile when you enter the interview room and when the interview has finished, because first and last impressions count. Try to smile from the eyes first - if models can do this, so can we. There is nothing worse than a painted-on smile and terrified eyes. You should also try to maintain eye-contact with the interviewer, but not for too long. If you are in front of a panel of interviewers, look first at the person who has asked you a question, and then at each of the other panel members in turn. Looking just at the questioner is a common mistake. Once you are sitting down, your hands should generally stay loosely in your lap. Use them to make a point occasionally but never raise them above shoulder level, and do not play with your hair, watch strap or jewellery. Tell-tale signs that the interview has gone well are increased eye-contact, the repetition of your name and perhaps even some closer body space. A look of relief may also be a giveaway sign - the process of choosing a candidate is stressful for interviewers, too. If you have not been impressive, the interviewer will be trying not to behave in a familiar fashion. Tell-tale signs are avoiding eye-contact and a parting handshake which is firmer than the one which you were greeted with. Body language is a subject that we have all heard about, yet we are not aware of the effect that our own body language has on others. In fact, it is vital - and after someone has noticed it for the first time, even subconsciously, they are unlikely to change their opinion because of what you say. So, at an interview, take the trouble to get it right. A Read the <https://assignbuster.com/body-language-3/>

article again and make a list of useful tips to give someone going to an interview for the first time. Read the article, then, from statements a-k, choose five which reflect the content of the text. (a) We rarely think about how to behave in an interview. b People going for interviews are generally given useful advice. c You could learn to 'sell' your image by using suitable body language. d Employers take more notice of body language than prepared interview language. e Practise your interview technique by watching others in action. f Learn to smile throughout the interview. g You need to make eye-contact with everyone interviewing you. h Use your hands to communicate as often as possible. i It is sometimes difficult to tell if you have made a good impression. j You will be able to tell if you have not achieved what you wanted to in an interview. k We must realise how important it is to use suitable body language in an interview.

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