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# Communication Skills Building: Body Language

— Global Tourism & Communication —  
Day 4

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# Activity: Review

In the chat, tell me one type of attention getter.

We discussed 8 types yesterday and 3 types of appeals.

# Agenda

- Warm-Up Discussion
- Types of Attention Getters
- 3 Types of Appeals
- Activity



# Lesson Goals

**By the end of this presentation, you will have a better understanding of:**

- **What body language is.**
- **The importance of body language in public speaking.**
- **How to control nerves.**
- **How to connect with an audience through personal storytelling.**

# What to consider in order to effectively speak

- Well-chosen words (well-prepared)
- Lively delivery
- Nervousness management
- Good use of voice
- **Good use of body language**

# Lively Delivery

- Confidence = authority
  - You know your topic
- Energy
  - Shows enthusiasm for your topic
- Controlling nervousness
  - Demonstrates preparation

# What tip was the most useful to manage your fears?



# Managing Nerves

- Feeling unprepared
  - Practice
  - Visualize your speech
- Have a beverage nearby
- Remember to BREATHE! Take fewer, deeper breaths.
  - Breathe from the lower chest
  - Practice breathing while preparing for a speech.

# Body Language Vocabulary

## Nonverbal Communication

- Gestures → hand, head movement
- Posture → how a person holds the body
- Facial expression → emotion expressed on the face
- Gaze → where the eyes are looking

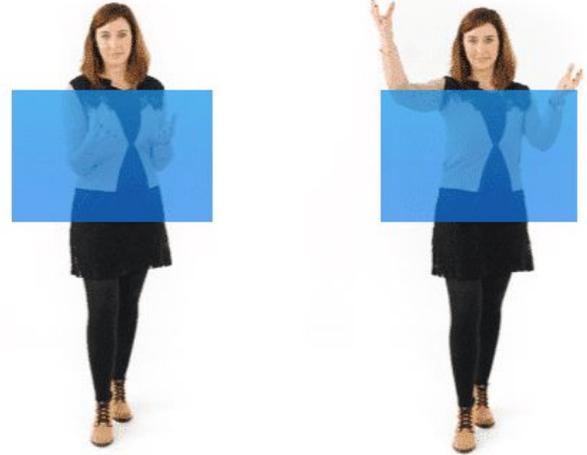
# Activity: Warm-up Discussions - Body Language

Discuss the questions. It is okay if you do not get to all of the questions.

- What can a speaker's body and face expressions tell an audience about the speaker's feelings?
- When a person is calm and confident, how does it show in his/her body language?
- When a person is nervous, how does it show in his/her body language?
- What are examples of good "body language" during a speech?
- What are examples of "body language" during a speech?

# Gestures

- Use gestures for emphasis
- But make sure it's not distracting
- [Link for Hand Gestures](#) Resource





# Good Hand Gestures

# Posture

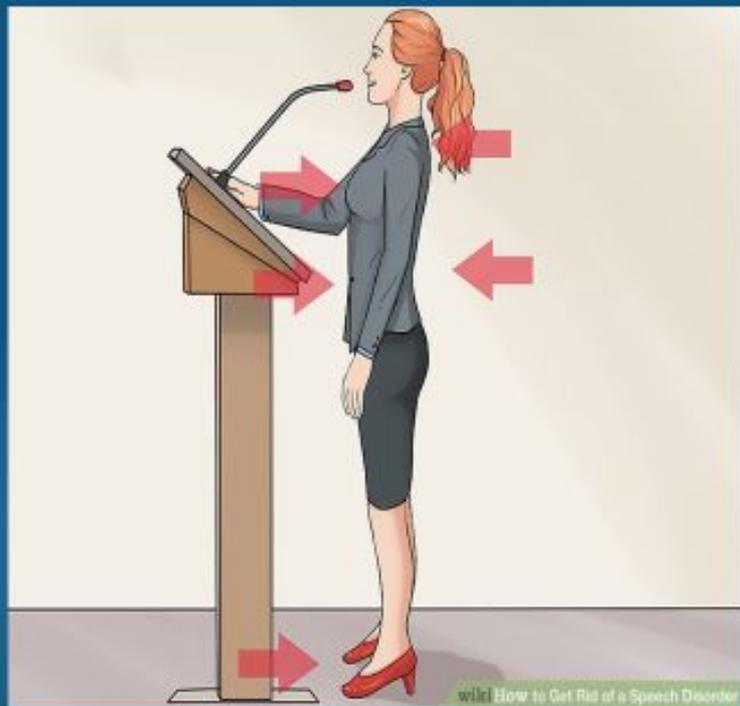
- Face the audience as much as possible
- Stand up straight with shoulders back
  - Don't lock your knees!
- Keep feet shoulder-width apart

## Body Language for Public Speaking



# What to do with your arms and hands?

- Make gestures
- Let arms hang naturally—do not fold!
- Hold note cards about chest high.
- Avoid nervous habits like wringing hands or shifting weight back and forth.
- Generally, do not put hands in pockets!



YES!



NO!



YES!



NO!

# Facial Expressions

Smile!

- Good “icebreaker”
- How much depends on speech type

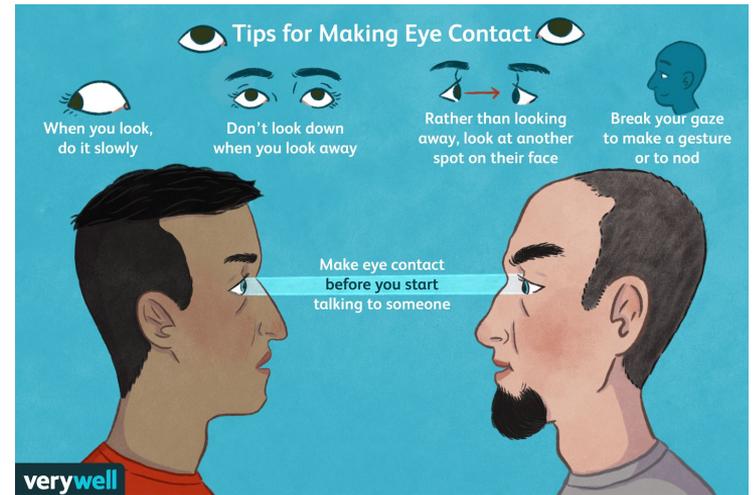
Overly serious expressions  
(non-smiling) can have negative effect  
on audience



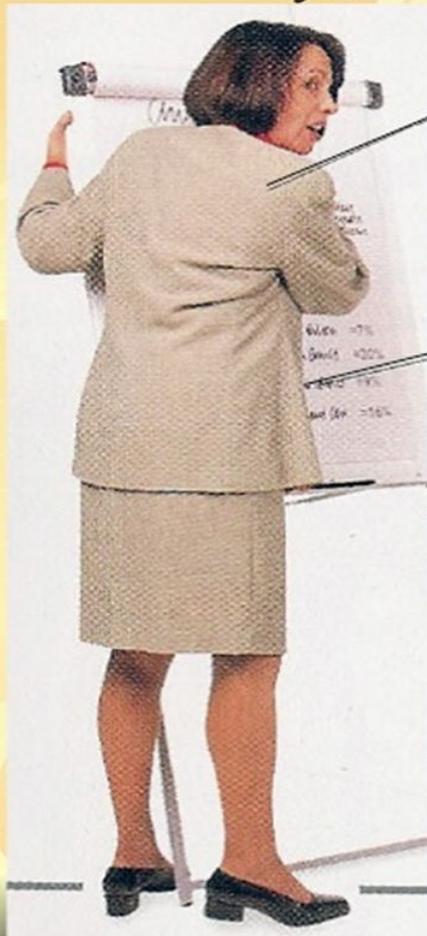
# The Eyes

Be sure to make eye contact

- Do not look down at your notes the entire time
- With the audience in a room
  - “Sweep the room”
- With computer camera on Zoom



## *AVOIDING BAD HABITS*



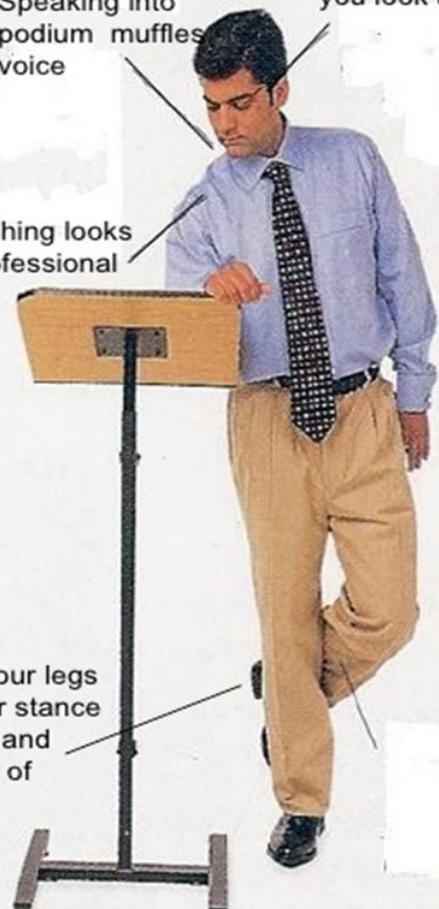
Standing with your back to an audience detracts from your speech

Visual aid blocked by body

Speaking into podium muffles voice

Slouching looks unprofessional

Crossing your legs makes your stance less stable and shows lack of authority



Eye contact with audience lost when you look at podium

Think about what the speaker is doing right and wrong.



Stop at 1:38

# Activity: Video Review

After watching the video, Discuss the questions.

- What did the speaker do wrong? What suggestions would you give?
- What did the speaker do right?
- Think of yourself, what do you need to work on when you give a speech?

Think about how the speaker changed.



Start at 1:38

# Activity: Telling a Personal Story

One suggestion was to tell a personal story. Now it is your turn. In your groups, brainstorm the following questions to generate ideas:

- What makes you happy?
- What was the best vacation you ever had?

Pick 1 of the topics and prepare a 20-30 second speech.

**Pick 1 person from your group to present.** Be aware of your body language as your present.

# True or False?

1. Smiling while giving a speech can be a good way to connect with an audience.
2. When giving a speech, it is not important to make eye contact with your audience.
3. It is not polite to use hand gestures for emphasis while giving a speech.
4. You should stand (or sit) up straight when presenting in front of a group.
5. If you are not using note cards, your arms may fall naturally at your sides.
6. You should always stand in one place when giving a speech--that is, no walking while speaking.