

3-eBook Bundle!

Business Skills Bundle

FOR
DUMMIES®

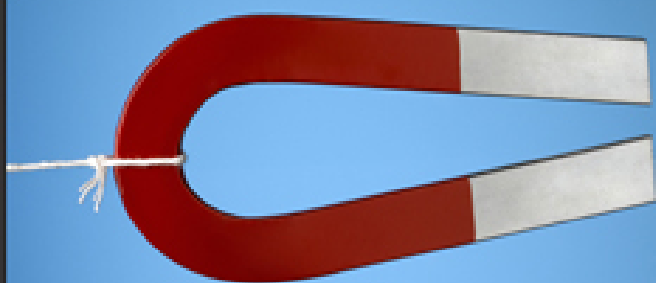
Body Language

FOR
DUMMIES®



**Persuasion
and Influence**

FOR
DUMMIES®



Confidence

FOR
DUMMIES®



3-eBook Bundle!

Business Skills Bundle

FOR
DUMMIES

Body Language

FOR
DUMMIES



**Persuasion
and Influence**

FOR
DUMMIES



Confidence

FOR
DUMMIES



Business Skills Bundle For Dummies®

Table of Contents

[Business Skills Bundle For Dummies](#)

[Body Language For Dummies](#)

[Table of Contents](#)

[Introduction](#)

[Chapter 1: Defining Body Language](#)

[Chapter 2: Looking Closer at Non-verbal Gestures](#)

[Chapter 3: Heading to the Heart of the Matter](#)

[Chapter 4: Watching Facial Expressions](#)

[Chapter 5: The Eyes Have It](#)

[Chapter 6: Mastering Lip Reading](#)

[Chapter 7: Taking It From the Torso](#)

[Chapter 8: Arming Yourself](#)

[Chapter 9: It's in the Palm of Your Hand](#)

[Chapter 10: Standing Your Ground](#)

[Chapter 11: Playing with Props](#)

[Chapter 12: Being Aware of Territorial Rights and Regulations](#)

[Chapter 13: Rating, Dating, and Mating: Using the Body in Courting Behaviour](#)

[Chapter 14: Interviewing, Influencing, and Playing Politics](#)

[Chapter 15: Crossing the Cultural Divide](#)

[Chapter 16: Reading the Signs](#)

[Chapter 17: Ten Ways to Spot Deception](#)

[Chapter 18: Ten Ways to Reveal Your Attractiveness](#)

[Chapter 19: Ten Ways to Find Out About Someone Without Asking](#)

[Chapter 20: Ten Ways to Improve Your Silent Communication](#)

[Persuasion and Influence For Dummies](#)

[Table of Contents](#)

[Introduction](#)

[Chapter 1: Laying the Groundwork for Persuasion and Influence](#)

[Chapter 2: Finding Common Ground with Your Audience](#)

[Chapter 3: Establishing an Emotional Connection](#)

[Chapter 4: Putting Together a Compelling Case](#)

[Chapter 5: Establishing Your Credibility](#)

[Chapter 6: Exhibiting and Exercising Your Expertise](#)

[Chapter 7: Listening Actively](#)

[Chapter 8: Gaining and Maintaining Your Audience's Interest](#)

[Chapter 9: Gearing Your Approach to Different Decision-Making Styles](#)

[Chapter 10: Getting Things Done with the Help of Others](#)

[Chapter 11: Leading by Example: Quietly Creating Big Change](#)

[Chapter 12: Appealing to Other People's Drives, Needs and Desires](#)

[Chapter 13: Getting Physical: Putting Body Language to Work](#)

[Chapter 14: Perfecting Your Persuasive Voice](#)

[Chapter 15: Ten Sure-Fire Ways to Influence Anyone](#)

[Chapter 16: Ten Ways to Persuade Electronically: Emails and Beyond](#)

[Chapter 17: Ten Ways to Persuade over the Phone](#)

[Chapter 18: Ten Essential Instruments for Your Persuasion Toolkit](#)

[Confidence For Dummies](#)

[Table of Contents](#)

[Introduction](#)

[Chapter 1: Assessing Your Confidence](#)

[Chapter 2: Identifying Your Sticking Points](#)

[Chapter 3: Charting Your Course Ahead](#)

[Chapter 4: Finding Your Motivation](#)

[Chapter 5: Sticking to Your Principles](#)

[Chapter 6: Making Friends with Your Emotions](#)

[Chapter 7: Unleashing Your Passion](#)

[Chapter 8: Moving Beyond Perfection](#)

[Chapter 9: Stretching Yourself Mentally](#)

[Chapter 10: Developing Your Physical Confidence](#)

[Chapter 11: Raising Your Voice](#)

[Chapter 12: Getting the Result You Want](#)

[Chapter 13: Demonstrating Confidence in the Workplace](#)

[Chapter 14: Approaching Romantic Relationships with Confidence](#)

[Chapter 15: Connecting Confidently via Social Media](#)

[Chapter 16: Ten Great Questions to Spur You into Action](#)

[Chapter 17: Ten Daily Habits to Raise Your Confidence](#)

Making Everything Easier!™

2nd Edition

Body Language

FOR
DUMMIES®

Learn to:

- Understand how body language conveys much more than the words we say
- Make a great first impression using the power of body language
- Persuade, motivate, and inspire other people with your body language
- Project with confidence in the workplace

Elizabeth Kuhnke

Executive Coach



***Body Language For Dummies[®], 2nd
Edition***

by Elizabeth Kuhnke



A John Wiley and Sons, Ltd, Publication

Body Language For Dummies® , 2nd Edition

Published by
John Wiley & Sons, Inc.
111 River St.
Hoboken, NJ 07030-5774

Copyright © 2012 John Wiley & Sons, Ltd, Chichester, West
Sussex, England

Published by John Wiley & Sons, Ltd, Chichester, West Sussex

All Rights Reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except under the terms of the Copyright, Designs and Patents Act 1988 or under the terms of a licence issued by the Copyright Licensing Agency Ltd, Saffron House, 6-10 Kirby Street, London EC1N 8TS, UK, without the permission in writing of the Publisher. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Ltd, The Atrium, Southern Gate, Chichester, West Sussex, PO19 8SQ, England, or emailed to permreq@wiley.co.uk, or faxed to (44) 1243 770620.

Trademarks: Wiley, the Wiley logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc., and/or its affiliates in the United States and other countries, and may not be used without written permission. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc., is not associated with any product or vendor mentioned in this book.

Limit of Liability/Disclaimer of Warranty: The publisher and the author make no representations or warranties with respect to the accuracy or completeness of the contents of this work and specifically disclaim all warranties, including without limitation warranties of fitness for a particular purpose. No warranty may be created or extended by sales or promotional materials. The advice and strategies contained herein may not be suitable for every situation. This work is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If professional assistance is required, the services of a competent professional person should be sought. Neither the publisher nor the author shall be liable for damages arising herefrom. The fact that an organization or Website is referred to in this work as a citation and/or a potential source of further information does not mean that the author or the publisher endorses the information the organization or Website may provide or recommendations it may make. Further, readers should be aware that Internet Websites listed in this work may have changed or disappeared between when this work was written and when it is read.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit www.wiley.com/techsupport.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit www.wiley.com.

British Library Cataloguing in Publication Data: A catalogue record for this book is available from the British Library

ISBN 978-1-119-95351-7 (pbk); ISBN 978-1-119-95378-4 (ebk); ISBN 978-1-119-95380-7 (ebk); ISBN 978-1-119-95379-1 (ebk)

Printed and bound in Great Britain by Bell & Bain Ltd, Glasgow

10 9 8 7 6 5 4 3 2 1



About the Author

Elizabeth Kuhnke holds a Bachelor's degree in Speech and Communications from Northwestern University, and a Masters degree in Theatre Arts. For over 20 years, Elizabeth has worked with individuals and groups to bolster their personal impact and communication skills.

Before moving to Britain, Elizabeth acted throughout the United States on the stage, radio, and television. In addition to designing and delivering university programmes in voice and movement, she also taught acting skills to students and professionals.

In the United Kingdom, Elizabeth applies her theatrical expertise and psychological insight with a rock-solid business approach. She works at top level with FTSE 100 companies and leading professional firms to provide both one-to-one and group coaching in key areas relating to interpersonal communication and image projection. Coming from diverse backgrounds including accountancy, law, construction, and telecommunications, Elizabeth's clients consistently achieve their goals and have fun getting there. Her keys to communication are based on the simple principle of demonstrating respect, establishing rapport, and achieving results.

A highly entertaining speaker, Elizabeth is a popular choice on the conference circuit, and is often quoted in the media addressing issues concerning confidence, voice, body language, and communication skills – all the ingredients that create a positive impact.

For further information about Elizabeth, visit her website at www.kuhnke_communication.com.

Author's Acknowledgements

They say you should be careful what you dream for, as it may come true. When I wrote the first edition of *Body Language For Dummies*, I harboured an unspoken dream that the book would be a runaway bestseller with translations across the globe. My dream came true – and then some! Apps, DVDs, enhanced e-books, and international speaking engagements all followed.

Thank you, Kate, for introducing me to the wonderful world of Wiley, and for helping me to surpass my goals. My thanks also go to Kaiser Karl, whom I love with all my heart, for supporting me in weird and wonderful ways; to my precious angels, Max and Kristina, who bring me peaceful love and nurturing challenges; to Katie and Charlotte, who keep me on track and bring joy to my days; to Tom, who keeps his eye on the pounds and pennies; and to Kerry, Steve, Jo, and the whole *For Dummies* crew. You're stars.

Most of what you read in these chapters I have learned from valued colleagues, clients, friends, and family members. To name them all would take more pages than I am allowed, so those of you who know me, know you're in my heart as I write these words. Finally, to you, my readers. My wish for you is that you enjoy the read, gain some knowledge, and free your expressive bodies in the name of clear, congruent communication.

Publisher's Acknowledgements

We're proud of this book; please send us your comments at <http://dummies.custhelp.com>. For other comments, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

Some of the people who helped bring this book to market include the following:

Acquisitions, Editorial, and Vertical Websites

Project Editor: Steve Edwards (*Previous Edition: Rachael Chilvers*)

Commissioning Editor: Kerry Laundon

Assistant Editor: Ben Kemble

Development Editor: Andy Finch

Proofreader: Kim Vernon

Production Manager: Daniel Mersey

Publisher: David Palmer

Cover Photo: © iStock/hammondovi

Photography: Stephen Walby (www.stephenwalby.com)

Cartoons: Rich Tennant (www.the5thwave.com)

Composition Services

Project Coordinator: Kristie Rees

Layout and Graphics: Carrie A. Cesavice

Proofreader: Jessica Kramer

Indexer: Christine Karpeles

Publishing and Editorial for Consumer Dummies

Kathleen Nebenhaus, Vice President and Executive
Publisher

Kristin Ferguson-Wagstaffe, Product Development Director

Ensley Eikenburg, Associate Publisher, Travel

Kelly Regan, Editorial Director, Travel

Publishing for Technology Dummies

Andy Cummings, Vice President and Publisher

Composition Services

Debbie Stailey, Director of Composition Services

Body Language For Dummies[®], 2nd Edition

Visit

www.dummies.com/cheatsheet/bodylanguageuk to view this book's cheat sheet.

Table of Contents

[Introduction](#)

[About This Book](#)

[Conventions Used in This Book](#)

[Foolish Assumptions](#)

[How This Book is Organised](#)

[Part I: In the Beginning Was the Gesture](#)

[Part II: Starting at the Top](#)

[Part III: The Trunk: Limbs and Roots](#)

[Part IV: Putting the Body into Social and
Business Context](#)

[Part V: The Part of Tens](#)

[Icons Used in This Book](#)

[Where to Go from Here](#)

[Part I : In the Beginning Was the Gesture](#)

[Chapter 1: Defining Body Language](#)

Discovering How Body Language Conveys Messages

Projecting an image in the first 30 seconds

Transmitting messages unconsciously
Substituting behaviour for the spoken word

Gesturing to illustrate what you're saying
Physically supporting the spoken word
Revealing thoughts, attitudes and beliefs

Examining Key Types of Gestures

Unintentional gestures

Signature gestures: Gestures that define who you are

Spotting fake gestures: Pulling the wool

Micro gestures: A little gesture means a lot

Displacement gestures

Universal gestures

Getting the Most Out of Body Language

Becoming spatially aware

Anticipating movements

Creating rapport through reflecting gestures

Becoming who you want to be

Reading the signs and responding appropriately

Appreciating Cultural Differences

Chapter 2: Looking Closer at Non-verbal Gestures

Observing the History of Body Language

Aping our ancestors

Gestures first, language second

Understanding the Nuts and Bolts of Body Language

Kinesics: The categories of gesture

Inborn responses

Learned gestures

Hearing a Final Word on Non-Verbal Gestures

Part II : Starting at the Top

Chapter 3: Heading to the Heart of the Matter

Demonstrating Power and Authority

Signalling superiority

Demonstrating arrogance

Displaying aggression

Showing disapproval

Conveying rejection

Catapulting for intimidation

Tossing your head in defiance

Beckoning with your head

Touching someone on the head

Showing Agreement and Encouragement: The Nod

Encouraging the speaker to continue
Showing understanding
Micro nodding

Displaying Attention and Interest

Tilting and canting
The head cock
Sitting tête à tête

Indicating Submissiveness or Worry

Dipping and ducking
Cradling for comfort
The head clasp

Showing Boredom

Showing You're Deep in Thought

Head resting on hand
Chin stroking

Chapter 4: Watching Facial Expressions

Communicating Feelings When Words Are Inappropriate

Recognising Facial Expressions that Reinforce the Spoken Message

Masking Emotions

Expressing a Range of Emotions

Showing happiness

Revealing sadness

Demonstrating disgust and contempt

Showing anger

Recognising surprise and revealing fear

Demonstrating interest

Chapter 5: The Eyes Have It

The Power of the Held Gaze

To show interest

To show disapproval, disagreement, and other not-so-pleasant feelings

Showing dominance

Effective gazes in business situations

The Wandering Eye: Breaking Eye Contact

The eye shuttle

The sideways glance

The eye dip

Other Ways Your Eyes Tell a Tale

Winkin' and blinkin'

Active eyebrows: The Eyebrow Flash

Widening your eyes

Flicking, flashing, and fluttering

Chapter 6: Mastering Lip Reading

Revealing Thoughts, Feelings, and Emotions

Tight lips

Loose lips

Chewing on lips

Maintaining a stiff upper lip

Pouting for effect

Pursing as a sign of disagreement

Tensing your lips and biting back your words

Changing thoughts and behaviours

Differentiating Smiles

The tight-lipped smile

The lop-sided smile

The drop-jaw smile

The turn-away smile

The closed-lip grin

The full-blown grin

Remembering that Laughter's the Best Medicine

Part III : The Trunk: Limbs and Roots

Chapter 7: Taking It From the Torso

Gaining Insights into the Impact of Posture

Evaluating what your own posture says about you

Showing intensity of feelings

Revealing personality and character

Knowing the Three Main Types of Posture

Standing

Sitting

Lying down

Changing Attitudes by Changing Posture Using Posture to Aid Communication

Showing high and low status through postural positions

Leaning forward to show interest and liking

Shrugging Signals

Signalling lack of knowledge

Showing unwillingness to get involved

Implying a submissive apology

Chapter 8: Arming Yourself

Building Defensive Barriers

Arms crossed on your chest

Touching yourself: Hugs, strokes, and more

Placing objects in front of yourself

Giving the cold shoulder

Conveying Friendliness and Honesty

Touching to Convey Messages

Creating a bond
Demonstrating dominance
Reinforcing the message
Increasing your influence
Embracing during greetings and departures

Chapter 9: It's in the Palm of Your Hand

Up or Down: Reading Palms

The open palm
The downward facing palm
Closed-palm, finger-pointed

Hands Up!

Hiding your hands
The hand rub: Good for you or good for me?
The folded hand
Hands clenched

Letting the Fingers Do the Talking

The precision grip
The power grip
The power chop
The steeple
Gripping hands, wrists, and arms
Gesturing with your thumbs

Analysing Handshakes

Deciding who reaches out first
Conveying attitude

Displacing Your Energy

Drumming for relief
Fiddling for comfort
Hand to nose
Hand to cheek
Hand to chin

Chapter 10: Standing Your Ground

Showing Commitment and Attitude through Your Stance

Straddle stance
Parallel stance
Buttress stance
Scissor stance
Entwining your legs

Reflecting Your Feelings by the Way You Position Your Feet

Pointing towards the desired place
Fidgeting feet
Knotted ankles
Twitching, flicking, or going in circles

Walking Styles

Chapter 11: Playing with Props

Using Accessories to Reflect Mental States

Showing inner turmoil

Pausing for thought

Through the Looking Glasses

Stalling for time

Scrutinising the situation

Controlling the conversation

Showing resistance

Appearing cool

Spectacles at the office

Holy Smokes

Smoking and sexual displays

Ways of smoking

Making It Up as You Go Along

Make-up at the office

Making up for play

Clothing: Dressing the Part

Women's accessories

Men's accessories

Part IV : Putting the Body into Social and Business Context

Chapter 12: Being Aware of Territorial Rights and Regulations

Understanding the Effect of Space Knowing Your Space

The five zones
Other territorial positions

Using Space

Demonstrating ownership
Showing submission
Guarding your space
Revealing comfort or discomfort
Maintaining your personal space

Seating Arrangements

Speaking in a relaxed setting
Cooperating
Combating and defending
Keeping to yourself
Creating equality

Orientating Yourself

Horizontally
Vertically
Asymmetrically

Chapter 13: Rating, Dating, and Mating: Using the Body in Courting Behaviour

Attracting Someone's Attention

Going courting: The five stages
Highlighting gender differences

Showing That You're Available

Looking at the many courting gestures of women

Examining the few courting gestures of men

Recognising dilated pupils: A universal sign of attraction

Progressing Through the Romance

Matching each other's behaviours

Displaying that you belong together

Chapter 14: Interviewing, Influencing, and Playing Politics

Making a Great First Impression: The Interview

Perfecting your interview behaviour

Using minimal gestures for maximum effect

Creating a Positive Environment

Demonstrating respect

Establishing rapport

Standing tall and holding your ground
Moving with purpose

Pointing Your Body in the Right Direction

Creating a relaxed attitude with the 45-degree angle

Facing directly for serious answers

Picking the power seats

Negotiating Styles

Claiming your space

Displaying confidence

Avoiding nervous gestures

Chapter 15: Crossing the Cultural Divide

Recognising the Different Strokes for Different Folks

Positioning yourself and setting boundaries

Getting up close and personal

Gearing up your greetings

Acknowledging the no-touching rule

Waving farewell

Observing the Conventions of Higher- and Lower-Status Behaviour

Bowing, kneeling, and curtseying

Standing to attention

Getting Specific: Common Gestures, Multiple Interpretations

Giving the thumbs up . . . cautiously
Ensuring that the okay sign really is okay
Laughing your way into (and out of) trouble

Avoiding Problems and not Causing Offence

Smoothing over difficult situations
Playing by the local rules: Eye contact
Adapting your style for clear communication

Chapter 16: Reading the Signs

Taking an Interest in Other People
Drawing Conclusions from What You Observe

Looking at the sum total of the gestures
Dealing with a mismatch between spoken and non-verbal messages
Considering the context

Practice Makes Perfect: Improving Your Reading

Part V : The Part of Tens

Chapter 17: Ten Ways to Spot Deception