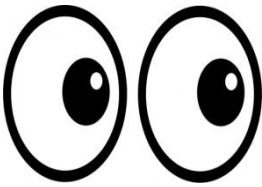


MODULE 3, KIT 1, Develop an awareness of body language

Task 1: Fill in the text below using the information from the video about Body Language Mistakes.



_____ are physical barriers that suggest you're not open to what the other person is saying. Even if you're smiling or engaged in a pleasant conversation, the other person may get a nagging sense that you're shutting him or her out.



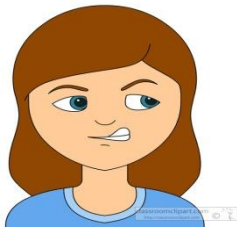
_____ make it look like you have something to hide, and that arouses suspicion. Lack of _____ it can also indicate a lack of confidence and interest, which you never want to communicate in a business setting.



_____ signals that you're anxious, over-energized, self-conscious, and distracted. People will perceive you as overly concerned with your physical appearance and not concerned enough with your career.



_____, portrays that you are unengaged, uninterested, uncomfortable, and perhaps even distrustful of the person speaking.



_____ sends the message that you're upset by those around you, even if they have nothing to do with your mood. Scowls turn people away, as they feel judged.



_____ signal that you lack authority and confidence, while it is too strong could be perceived as an aggressive attempt at domination, which is just as bad. Adapt it to each person and situation, but make sure it's always firm.

Task 2: Look at the pictures of common body language mistakes and explain how to be fixed.



A large, empty rectangular box with a black border, intended for writing an explanation of the body language mistake shown in the adjacent image.



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