## This booklet will help you keep track of your work and take notes of your ideas, thoughts and answers. Please use it alongside the online material.

## In this class you will learn about non-verbal communication.

**Slide 2: Before we start – some useful vocab that can help you refer to visuals:**

In this picture/In this photo you can see …

This picture shows us …

In this flowchart there is …

This table refers to …

At the top/at the bottom ...

In the centre/middle …

On the left/right site ...

In the left upper/lower corner ...

In the foreground/in the background ...

**Slide 3: The successful presenter – Answer the following questions:**

**Can you describe which features of his body language contribute to a good talk? Think of the role of eyes, facial expressions, hands, posture and movement. Remember the video with David Phillips (week 7). How did he use body language and facial expressions to support his talk?**

**What should you avoid doing in a presentation? What annoys you in presentations? Do you know presenters with distracting habits? I bet you remember a teacher who was known for some kind of weird habit when talking?**

**YOUR NOTES**

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**Slide 5: Watch it carefully and answer the following questions.**

1. According to the speaker, which factors made a difference in the research mentioned?

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1. If you implement these five factors in a presentation, what is the impact on the audience?

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1. The speaker says that you should develop your attentional resources. What does he mean by that?

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1. He says that a nice side effect of using body language can be to work off nerves. What do you think, is this a good advice for all presenters?

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1. Which four elements concerning voice are mentioned?

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1. What should you avoid?

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1. Why does the speaker say that you should avoid rote memorising?

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1. Why do presenters sometimes speak too fast?

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1. How fast or how slow should you speak?

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1. What do you learn about thought groups?

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**Slide 8-12: Summary**

**So avoid the following things:**

* fiddling around with hair, jewellery, clothes, ...
* don't put your hands in your pockets
* no pacing up and down (in front or in the whole room)
* no swaying or wobbling (stand up firm and move a little)
* no scratching (nose, head, etc.)
* don't make any noises with word cards (therefore use little cardboard cards, not paper)
* don't cross your arms in front of your body
* don't hide hands behind your body
* don't hunch shoulders
* don't use swear words (neither German nor English ones) when something goes wrong (sorry, this is not non-verbal but it has just crossed my mind)
* don't make any sounds when something goes wrong

**Do use the following:**

* look friendly and approachable
* use facial expressions, no poker face >< don't overuse them
* use natural gestures: start with an imaginary basketball in your hands in front of your body > move in and out to give emphasis to your words - use typical gestures (counting, size, length, etc.)
* dress to impress (meet the expectations of your audience)
* Eye contact is very important! And I mean direct eye contact, no thoughtful gaze through the windows, at the ceiling or walls! Cover the entire room not just particular people. Everybody should feel addressed!
* When referring to your power point, use the p p t rule: point > turn > talk!
* Fill the room with your personality: stand upright, face the audience.
* move a bit, vary your movement
* use breaks, silence is important, you don't need to fill every split second with words
* **And one more hint: in case you have the opportunity to familiarise yourself with the room before your presentation, do so!**
* **Think about where and how you stand. How you move. How you make eye contact.**
* **Visualise your success! Sounds esoteric but can help you build up confidence!**