Use of the Body

Ideal physical behavior is:

Relaxed, confident and expressive.

Physical qualities of confidence:

- Posture and body orientation:
  - Face your audience when speaking.
  - Don’t lean on props and furniture.
  - Employ a tall and relaxed posture, both sitting and standing.
  - Use open versus closed postures.
  - Use a strong but not aggressive handshake.

- Proximity:
  - One on one – be sure you can see their shoes.
  - With an audience – get out from behind the podium and use the room.
  - At a table – consider whether or not you want the dominant position, and how much distance you want from your audience.

- Gestures:
  - Gesture is a must in order to appear expressive and relaxed.
  - The best placement for gesture is around the waistline.
  - Gestures should be free flowing but not overly energized.
  - Ideally, use a mix of one handed and parallel gestures.
  - Don’t put your hands in your pockets, or if so, only one for a brief period of time.
  - Don’t use pointers, pens or chalk when gesturing. Put them down first.
  - When seated, watch the orientation of the head and hands. They telegraph your state of mind.
  - Watch for nervous ticks—no pen clicking, table tapping, knee bouncing.

- Eye contact and Facial Expression:
  - Look at your audience, not at your notes or slides.
  - If your audience is more than one person, look at them one at a time, don’t sweep the crowd.
  - See the person you’re speaking to – don’t look through them.
  - Smile.