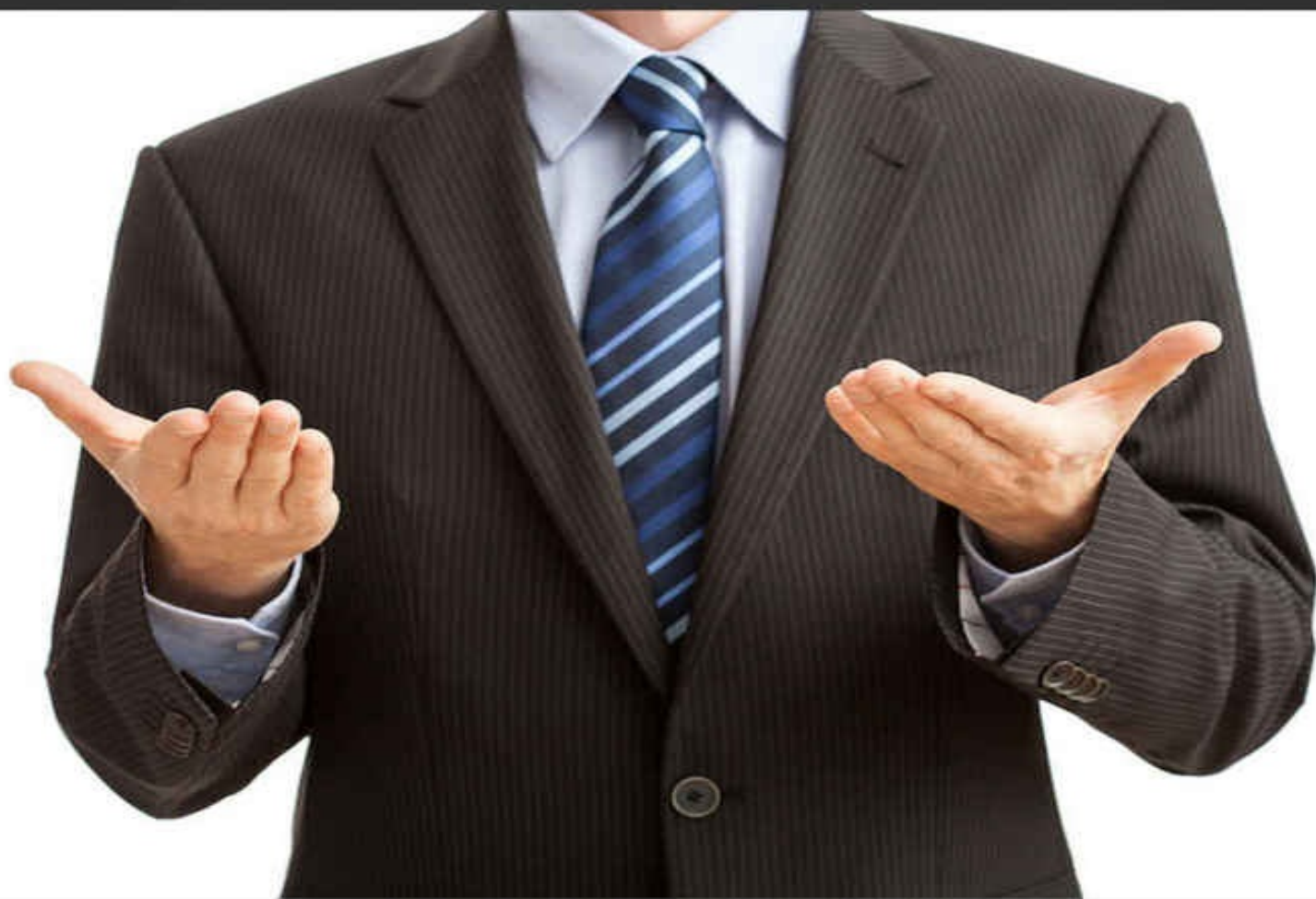


MASTER THE ART OF **BODY** LANGUAGE

Learn How To Analyze And Understand Non-Verbal Communication, Discover How To Read People Fast & Understand What Everybody Is Saying



Master the Art of Body Language

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Introduction

Not everything you see or hear is the real thing – sometimes, there is a hidden meaning in every action and uttered words or facial expression.

Sometimes, you will see a smiling person, but this is not the real emotion as you examine closely. Non-verbal cues are sometimes overlooked, but learning how to decipher these codes can really make you stand out in any endeavor whether you are a student, a businessman or an average person. In fact, you will be surprised on how knowledge about non-verbal communication can help you woo persuade a girl or even win the heart of a business partner or something else.

The bottom point is the shake of the hands, the wink of one's eyes or the direction of the palm or how a person turns from side to side has a meaning. It is up to you to become vigilant of these signs. Gauge the real meaning and feelings behind every person's body language and be on top of the game.

Decoding body language is easy and simple. This book contains proven steps and strategies on how to become an expert in reading body language quick and easy making sides on your favor.

The very reason you are in this page is that you want to become a master of body language – you wish to know what a person really means. Well, this is your unique chance to finally make it happen. This guide will serve as your aid in reading people's movements and reactions. Little do you know, you are already an expert in conversing with people by knowing what they truly mean?

It is your turn to make things happen and converse with people utilizing your knowledge in body language or non-verbal cues. This is a skill that will give you tons of success in the future whatever your endeavor may be.

I want to thank you and congratulate you for downloading the book, *“Master the Art of Body Language: Learn How to Analyze and Understand Non-Verbal Communication, Discover How to Read People Fast and Understand What Everybody is saying”*.

I hope you enjoy it!

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Body Language: Overview

Do you happen to talk with someone without really uttering words and still worked out? And do you ever think why famous songs say that there is “truth in the eyes”? Well, the answer is: body language.

All people are capable of saying or expressing feelings or emotions through the body. At times, it is really a lot simpler to say nothing than too many words. The problem lies on the ones who receive such actions. Most of the time, conflict arises when the receiver end does not really have much knowledge on decoding body language. If you are one of those having difficulty, this book will show you the secrets.

Body Language Defined

By definition, body language is a type of communication that does not use words. It may be any action or expression of the body which a person gives meaning to. These cues are not always delivered intentionally and more often than not, not seen or misinterpreted.

Essentially, non-verbal cues are elusive, complex and comes with several channels. There are times that these abide by a certain set of rules, but most of the time not structured and may be learned innately or by some forces.

With all these, it is no longer a surprise why body language charmed many. Knowledge of deciphering body language can be applied in many ways – like when determining what your teacher thinks of your report or whether your boss approves of your presentation. There are many instances where body language can play a huge role. In some cases, the sender of the cues may not be totally aware of the message, so as the receivers.

For instance, a person may not be aware that his pupil dilates when feeling thrilled. On the other hand, a receiver may not also be cognizant that the pupils dilate along with the feeling of excitement. That is how body language works in almost all cases.

Decoding Body Language

Now, would it be cool to learn some body language decoding skills? Yes, there is really a way to learn these unspoken cues. As you learn, you will notice that you are communicating a lot better and expressing your feelings and thoughts in the same way. It is a mighty tool, which can be more powerful than speech since what you convey to people and vice versa is not all about the words.

Successful communication is just one of the major benefits of learning body language. Effective communication is not only about absorbing the words and its meaning, but also translating the actions into words and meaning. For example, your child comes home from school and you asked how his try outs went then, he answers “ok”. When you look into his face what you see is that sad look as if the world tore apart on him. Would you interpret that your child really did well in the try outs? Thus, learning to decode non-verbal cues could actually turn you into a smarter parent. You could ask what seems to be the problem instantly and take action.

Learning body language is just one of the many things that could help you survive each day in countless ways.

Interpreting Body Language: Decoding Non-Verbal Cues

Taking notice of the cues that people deliver through body language can lead to smoother and more effective communication. Remember that body language accounts for more than 50% of how every person communicates. In this chapter, you will learn how to read and interpret body language, so you can accurately figure out what the other party is saying in almost any situation.

Here are some of the things you should watch out:

Basic Body Language

Generally, there are two kinds of emotions: positive and negative. Now, your goal is to identify whether the person you are conversing is comfortable or not. Here are some you should check out:

Positive Cues:

- Leaning towards you
- Limbs uncrossed and relaxed
- Established eye contact
- Authentic, warm smile
- Looking away due to shyness

Negative Cues:

- Leaning away from your direction
- Crossed legs/arms
- Rubbing body parts like the eyes, nose etc.
- Feet in the direction away from you
- Looking from side to side

The Face

The face could tell so much – a single expression can mean a thing and so much more. So, you should be observant of facial expressions and the emotions behind it. Spotting emotions like joy, sadness, anger and fear is quite easy as there seems to be a universal form of expression to express such from all over the world.

Other common emotions to observe through the face include the following: confusion, desire, thrill, disdain and surprise among others.

Look in the Eyes

The eyes could reveal so much on how a person thinks and feel. So, you should practice looking at the person's eyes when in a conversation and notice a few things like the following:

- Manner of Blinking: Well, blinking is innate. But you should pay attention to the way a person blinks. For instance, people with rapid blinking may be feeling bumpy or in pain. If a person blinks less than the ordinary, he may be concentrating or trying to conceal something like feelings of excitement or anything else.
- The Gaze: A person who constantly look away or breaks eye contact may be uncomfortable or hiding something. On the other hand, a person that stares for too long can make you feel threatened. A person that looks direct in the eyes may mean he is focusing his attention or is interested.
- Pupil Dilation: The pupil size has something to do with the way a person feels. Dilated pupil means the person is excited or interested. But then, take note of things that can cause pupil dilation like alcohol and drugs such as amphetamine and cocaine.

Mouth Talks

The mouth can really do the talking even without words. Here are some things you need to pay attention to:

- Biting Lip: People who constantly bite their lips are either under stress or worried.
- Puckered: This mouth expression may be a sign of disapproval or disgust.
- Down or Up: A person who is happy or feeling positive often has his mouth turned up. On the other hand, a person with a mouth turned down may mean that he is sad, expressing distrust or disapproval.
- Hiding the Mouth: In some instances, you will encounter people covering their mouth. If so, this may mean that they are hiding what they truly feel. Behind the cover, they may be smiling or grinning.

Legs and Arms

The legs and the arms are highly useful in conveying messages non-verbally. Here are some subtle signals that indicate something if you are just mindful:

- Crossed Legs/Arms: These signs may designate any of the following: in need of privacy, need protection or not interested at all.
- Fidgety fingers: This signifies boredom, frustration or impatience.
- Grasping hands behind back: This may mean anger, boredom or anxiety depending on the situation.

The Stance

How a person carries his body is also essential. There are many forms of posture, but these can be summed up to two:

- Closed: This simply means having the extremities crossed or the body leaning or bending forward. Such posture may signify anxiety or hostility.
- Open: This posture involves an exposed body which indicates readiness, sincerity, and approachability.

Distance or Space

The distance in between people as they communicate also counts when observing body language. Take a look below:

- Intimate: This is commonly seen in people who have close relationships. Intimate space is where touching and hugging is acceptable.
- Personal: This kind of space is where friends and family members fit it. Things like sitting close or in front of one another fits in this category.
- Social: This type of space is applicable to people who are colleagues or acquaintances. Such space must be observed when talking to your professor, your boss or officemate etc. 10 to 15 feet is usually the distance covered.
- Public: Some situations that involve public space include speaking in front of a huge crowd or presenting to the crowd etc.

Hand Gestures

Gestures of the hands may be anything like pointing fingers, waving or signaling numerical amounts. However, there are some gestures that may mean different in one place and another. Take a look at these:

- Thumbs Down/Up: Down means disapproval while Up means otherwise.
- Tightened Fist: This form may mean anger or in some cases, conviction.
- “Okay” Sign: The universal okay sign means positive or agreement. However, in South America, this is a vulgar sign while in European countries, this means belittling the person you are talking to.
- V Gesture: For many, this means victory while in countries like Australia and United Kingdom, this gesture is vulgar especially when the hand is placed over the face.

Smiles

You may not know it, but there are fake and genuine smiles, also known as “Duchenne”. Why is it significant to know which smile is real or not? Well, according to studies, liars can be often caught through their smile.

It is easy: experts say that fake smiles indicate that a person is lying. Real smiles are those that involve the eyes. Basically, a smile is genuine if you see a few wrinkles around the eyes as the cheeks go upward. If you see otherwise, a lie may be happening at the moment.

Body Language and Acing Job Interviews

Job interviews are truly nerve wracking since it could be hard to convince your prospective employer that you should be the pick. The experience can be uncomfortable in most cases and you may not notice that you are displaying negative non-verbal cues.

Displaying positive body language could make a huge difference between failed and successful job interview. Below are some body language tips and suggestions that you may take into consideration when going through an interview. Let your body move and talk!

First Impression –Entrance

The interview begins even prior to you entering the interview room. So, you should stand or sit tall and firm and avoid the fidgety fingers and uneasiness. Be as calm and confident as possible. This is not the time to play around your resume, portfolio or resume that you may be holding on the moment.

As much as possible, don't put so many things on top of your lap, so you can avoid being clumsy or dropping stuffs as you get up. This lets you greet the interviewer in the most graceful manner.

Handshakes Weigh a Lot

Ace the handshake – that’s it! The handshake could make or break you, so pay close attention to this matter. Avoid the thing called “death gripping” or holding on to the hand of the interviewer too tightly and shaking it in a very aggressive manner. This could mean you are too nervous or uncomfortable.

Try to act in the most comfortable manner possible. It is best to use the right hand and keep whatever you are holding in the other hand. The palm must be a bit up and let the interviewers hand cover your hand as it is a sign of respect. Do not make the mistake of using your left hand to cover the interviewers hand as it is shaking your right hand, this may be interpreted as taking control.

During the Interview

Now, pay attention to these things especially when the interview is ongoing:

- Posture: Go neutral. Avoid slouching as it may appear lazy and avoid leaning forward as it may display arrogance on your part.
- Eye-Contact: Establish eye contact, but please don't stare. Just make an eye to eye contact until you create connection. Staring can be annoying and intimidating.
- Don't Point: Do not use your fingers to point as it displays too much aggressiveness.
- Crossed Arms/Legs: Don't do these. These body cues signify resistance or unwillingness.
- Don't Nod Too Much: Don't nod like you are a puppet doll. Twice is enough and make sure to accompany it with a nice smile.
- No Fiddling: Don't play with your fingers nor tap your lap. Most of all don't bite your fingernails.
- Hand Position: Don't put your hands in your pocket or behind your back. Let it hang freely and as relaxed as possible as you speak.
- Match It – It is important to match your reactions to what you are saying. Don't say that you are enthusiastic about something when your face looks like you are attending a funeral.

Ending the Interview – The Interviewers Point of View

As the interview ends, don't forget to get up smoothly and leave a smile. Don't forget to shake hands with the interviewer and avoid asking or letting them notice that you are eager to know how the interview went. Leave that for later.

Now, what are the chances that you will get the job? Watch out for these signs without affecting your performance during the interview:

- Face: if the interviewer nods or smiles often, then good sign. On the other hand, if the interviewer raises eyebrow or appearing uninterested then, pay attention.
- Eyes: Ideally, the interviewer should be establishing eye contact with you if he is interested. If not, you will notice that his eyes wander around the interview room.
- Gestures: Watch out for positive gestures like nodding, smiling, taking notes etc. However, watch out when the interviewer leans his back, crossed legs or arms or even have mismatched facial expression along with his words.
- Posture: Preferably, the interviewer must be sitting in a relaxed manner slightly leaning forward. Watch out for negative signs like slouching and crossing arms.

Dating and the Art of Body Language: For Men and Women

Learning about body language can actually hone your dating skills whether you are a man or a woman. There are tons of non-verbal cues that could tell that a person is really into you. Wouldn't it be nice to instantly spot whether the person you are dating is really interested?

You will be surprised how these non-verbal signs can give you the answer whether a guy or a girl likes you or not. Check these things out:

Eye Contact

You may find a person who looks shyly or awkwardly to you is a person that actually likes you. If you see the one you are with looking at you when you seem looking away, then there's a potential love match!

Also, try to look closely into the person's eyes: if you notice that the pupil enlarges then, good for you this is a sign that a person likes you. So, take advantage of girls and guys who would like to play that staring game – you can easily catch them with this body language trick!

Touchy and Attention Seeking Gestures

A person who likes you will actually make a way to get close to you and your body, of course. For instance, a girl or a guy will make an effort to make your shoulders meet when conversing. Or probably, a guy you are dating is really that into you when you see his open gestures – like when he faces you with his arms relaxed and legs wide open.

That person you are dating will also do things like brushing your arm in purpose or accidentally if he/she likes you, so watch out for these subtle signs. Girls will also constantly fix hair while guys will keep on adjusting his shirt or anything that is on his body to attract your attention.

Leaning and Tilting

These signs could be best observed when having face to face conversation with your date. When a person you are dating is leaning towards your direction, then there is a possible engagement. This is one great sign that a person has hidden interest in you and what you are saying.

Tilting of the head also signifies that the person you are with wants to let you know of their presence. On the other hand, if you want your date to notice this, make sure not to tilt while looking on top of the other person's head or looking around the area as this may be interpreted by the other person as lack of attentiveness or interest.

Look at the Woman's Purse

You can instantly know whether a woman is interested if you observe how she holds her purse. For instance, a lady who is not attracted or not comfortable with you will hold her bag or purse rightly on one side or right in front of her body.

On the other hand, a woman who is attracted to you will hold her purse loosely and make sure that her bag does not block her view. This is her way of drawing your attention.

Feet Direction

You could tell if your date is attracted to you by observing his/her feet. The secret here is to recognize where the feet faces. If the feet are pointing to another direction than you like the exit door or anywhere then, the guy or girl is not just into you.

But then, if you see that his/her feet are pointing towards you then, it is your lucky day! It is a sign that that person is actually attracted and is willing to know you better.

Wide Open Stance

It is a natural reaction for the body to go wide open when it's interested. Some of the tell-tale non-verbal cues that go with this include arching of the brows. This may signify that the person you are dating is welcoming you and wants you to get to know him/ her better and clearly.

Surely, the eyes dilate so as the nose. Notice how your date nostrils widen as well. This is usually the case when a person likes you – he or she inhales wide open to smell you as a possible lover.

Business and the Art of Body Language

The way you utilize your body when communicating with people says so much about you. When you are into the complex world of business, being alert of how body language works is a great deal. Your gestures and the non-verbal signs you are giving away can actually create or break possible or existing relationships – all these, have vital impact in your progress.

Whether you are the boss or a humble employee, these things must be kept in mind:

Posture

You have to learn how to present and carry yourself well enough. Basically, whether you are standing or sitting.

When standing, make sure that your back is straight and alighted to the rest of the body. Your stomach should be in and please, avoid slouching as this may show laziness. Also, avoid putting your hand in the pockets.

When sitting, sit upright with the legs together. Crossing legs is not ideal as this could appear unwelcoming, but men may do so give it is at the ankle or knee level. Also, do not jiggle your knee – this can be really annoying to people.

Eye Contact

Make sure you do this, but not too much. The ability to establish and maintain good eye contact is a sign of confidence. Doing so also aids you in comprehending what the other party has to say. Plus, it also makes the receiving end know that you are inclined to him/her.

Start eye contact as soon as the conversation starts and maintain it so long as you are not gazing too deeply. Keep this up until the end of the conversation. You may find it awkward to look directly into the eye, but you can fake it by looking somewhere between the lips and the nose. Also, it is just okay to look down from time to time, but make sure to go back as quickly as possible.

Facial Expressions

The face could express so much making it vital to learn more about it. For instance, fake smiles can break you to other persons while genuine smiles could make you go up high. Always give the truest smile to people and you will be seen as generous and friendly.

Frowning suggests anger or disapproval, but this one is very common. Try to examine your facial expressions often and see which one other people may notice or give meaning too. For instance, do you bite your lips a lot or arch your brow perhaps? If so, when do you do this? Try to assess and utilize your facial expressions appropriately for more effective communication.

Head and Hand Movements

Your head can do so much that it can communicate on its own. The most common form is nodding to show agreement. However, don't do this too often if you don't wish to appear like a bobble doll in front of your boss, employee or prospective business clients. If you are to shake head to express disapproval, make sure not to exaggerate as well.

Also, take note of your hands. For instance, a handshake is highly functional in the business world – make sure to perfect your own. Failure to do so may break or make your business ties. It is simple: make it firm and strong, but not too aggressive that you are overpowering the other person.

Another area to look into is fidgeting and other hand movements. Do not play with your hands and prevent any unnecessary hand activity like fiddling or nail biting. Avoid huge movements as much as possible since powerful businessmen use subtle and smaller hand movements to signify authority.

Put Away Your Phone

This is probably among the latest update in terms of using body language to become successful in business. Well, it is a fact: your mobile phone is a necessity. But don't let it get in the way of your business. When talking to someone, avoid holding it in your hands or placing it in between you and the person you are talking too. The other person may think that the phone is more important than they are.

Final Tips

By now, you surely know that body language weighs a lot in attracting and understanding people in any case. Here is a quick run-down and a bunch of helpful tips so you can ace this unique form of art:

Be Confident

Don't overthink or hesitate – just let it flow, but be mindful. This is one of the key in mastering the art of body language. Being confident lets you appear powerful and relaxed at the same time. For instance, when sitting, sit straight up and simply let your arms hang freely or place it comfortably on your lap. Doing such posture can help you conquer the world.

Stay on the Positive Side

Remember that there are two general types of body language: positive and the negative. Always stay on what's positive and learn how to express interest at the right moments. One of the common mistakes is using closed body language like crossing arms and legs, which may mean disinterest.

Eye Contact

Eye contact is something that you can observe and practice – it is a sign of interest, friendliness and in some cases can be used to attract attention in any ways. It can be used and seen in your everyday life like as well as in business and love department. For instance, you will notice if a person is interested if you see her looking you in the eye and the pupils dilate in excitement.

Smile

The power of smile will never go out of season. Smile often to excite positive feelings. Also, learn to see if the people around you smiles genuinely towards you. This will help you understand people even better.

Watch Out For Mirror Expressions

Whenever you are talking to someone, try to observe if the receiver end is imitating your body language instinctively. If so, this is a non-verbal cue that he approves or like you and what you are saying. On the other hand, you can also use this technique to establish rapport and affinity.

Conclusion

Thank you again for downloading this book!

I hope this book was able to help you to learn about body language in a deeper level – what is it all about, the different forms, how these non-verbal cues can be interpreted and utilized in countless circumstances.

Learning how to effectively use and read body language plays a vital role in communication. As the cliché goes “actions are stronger than words” – you should always be mindful of the non-verbal cues around you and the ones you are giving away to people.

The next step is to try to apply what you have learned from this guide get along and understand other people better and the other way around.

Finally, if you enjoyed this book, then I’d like to ask you for a favor, would you be kind enough to leave a review for this book on Amazon? It’d be greatly appreciated!

Thank you and good luck!