

# How Body Language can speak a 1000 words

## *Researched Information*

Did you know that within the first 10 minutes of meeting you, the interviewer has already formed an opinion of you. You may not have said anything, but your body language speaks 1000 words. For instance 85 percent of what you communicate is not with words. It's through the tone of your voice, the way you sit and a wealth of other messages that your body involuntarily sends. With this in mind, here are some tips on how non-verbal communication can help in a job interview.

### **Where to focus**

On arrival, greet with warmth and confidence, smile and offer a firm handshake saying something along the lines of "I'm pleased to meet you" Body Language experts have indicated that maintaining good eye contact (about 60%) shows respect and interest. Some have said that focusing on the upper triangle of the face from the left eyebrow across the bridge of the nose to the right eyebrow is ideal. Avoid staring at anyone's forehead, lips and mouth, it can create discomfort. Remember however in some cultures offering handshakes and eye contact could be insulting – so know the company culture you are entering.

### **What the hands and arms can suggest**

Crossing your arms or clasped hands signal that you are closing yourself off, appearing disinterested and could be bored. To signal that you need the interviewer's reassurance, simply place your palms into each other with one thumb over the other, also not advisable. To come across as confident, receptive and unguarded, have your hands open and relaxed on the table. When your body is open, you project trustworthiness.

### **Nervousness**

For many, interviews are nerve racking and in some cases we tend to expel excess energy which could either transform in fidgeting, making "loud" hand gestures and/or propel us to talk fast. "Watch the fidgeting," Driver, a body language expert, suggests you never touch your face, throat, mouth or ears during an interview. The interviewer may think that you're holding something back, typically, the truth. Although this is a false assumption, to try to establish credibility, it's necessary to avoid touching your face.

### **Your body**

Keep your posture straight and shoulders back, without being too poised but letting off a sense of confidence. It will also help with breathing which can reduce feelings of nervousness. Also it is ok to be honest, explain that you are actually a little nervous and very often that helps to eradicate fear