Body Language: Overall

- Stand up if possible
- Balance your stance
- If seated, be forward
- Be big enough to be visually accurate for the room
- Use your hands to describe, punctuate and emphasize
Body Language: Arms

- Use meaningful gestures
- Stay in the ‘strike zone’
- Return hands to your sides when not in use
- Don’t cross arms or clasp hands
- Beware the death grip
- Don’t point

Source: Washington Post
Body Language: Facial Expression

- Maintain a neutral expression when asked a question
- Tell good news with a smile
- Smile and nod to seek agreement
- Use animated facial expressions to emphasize a point
Body Language: Eyes

- Lock eyes with someone before starting
- Finish a thought eye-to-eye
- Be aware of scanning or flicking away
- Recognize non-verbal feedback
Body Language: Voice

- Be louder than you think you should be
- Use pauses to regulate rate-of-speech, park a pause
- Emphasize key words and phrases
- BREATHE
Optional Exercise: Who Are You?

One Word

One Phrase

One Sentence