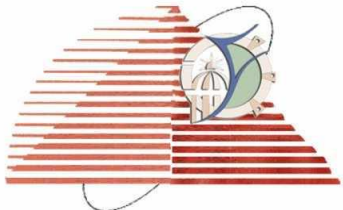


بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

**Presentation  
&  
Communication  
Skills**



**Fayoum University**



**Faculty of Engineering  
Mechanical Engineering Dept.**

***Lecture (4)***  
***on***

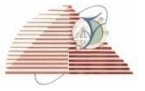
***Body Language***

***By***

***Dr. Emad M. Saad***

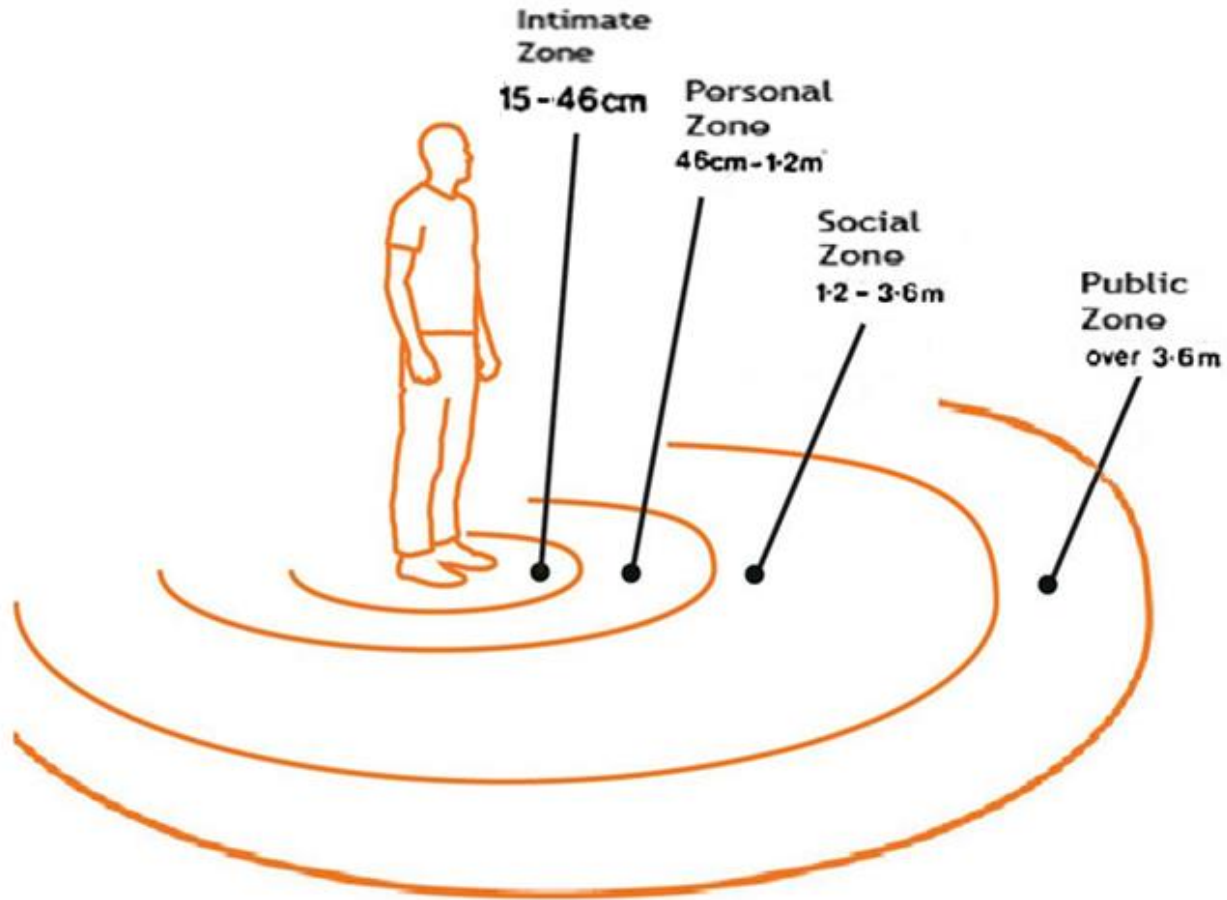
*Mechanical Engineering Dept.  
Faculty of Engineering  
Fayoum University*

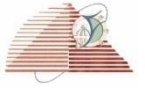
***2015 - 2016***



# Territories and Zones

3





# Territories and Zones

4

## ***1. Intimate Zone (between 15 and 46 centimeters)***

There is a sub-zone that extends up to 15 centimeters from the body that can be entered only during physical contact. This is the close intimate zone.



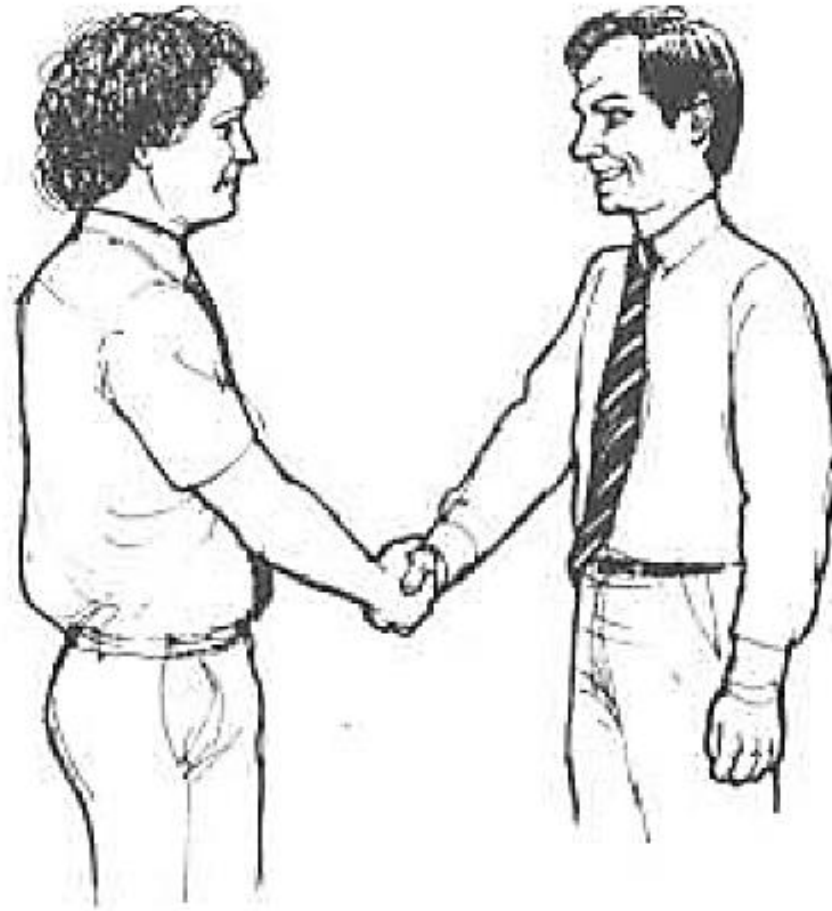


# Territories and Zones

5

## ***2. Personal Zone (between 46 centimeters and 1.2 meters)***

This is the distance that we stand from others at cocktail parties, office parties, social functions and friendly gatherings.





# Territories and Zones

6

## ***3. Social Zone (between 1.2 and 3.6 meters )***

We stand at this distance from strangers, the plumber or carpenter doing repairs around our home, the postman, the local shopkeeper, the new employee at work and people whom we do not know very well.







# Territories and Zones

7

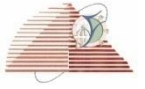


**Positive Approach**



**Negative Approach**



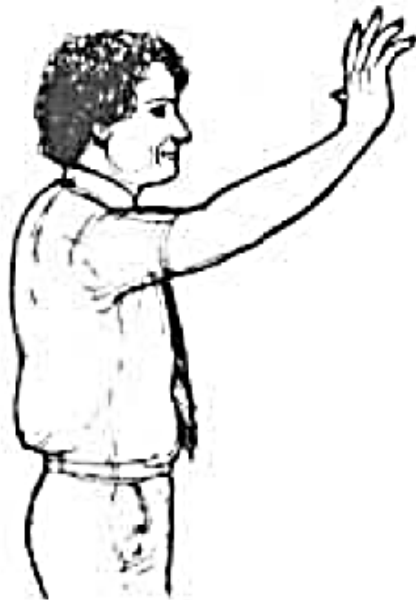


# Territories and Zones

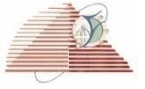
8

## ***4. Public Zone (over 3.6 meters)***

**Whenever we address a large group of people, this is the comfortable distance at which we choose to stand.**



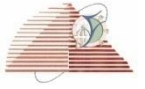




# Palm Gestures

9

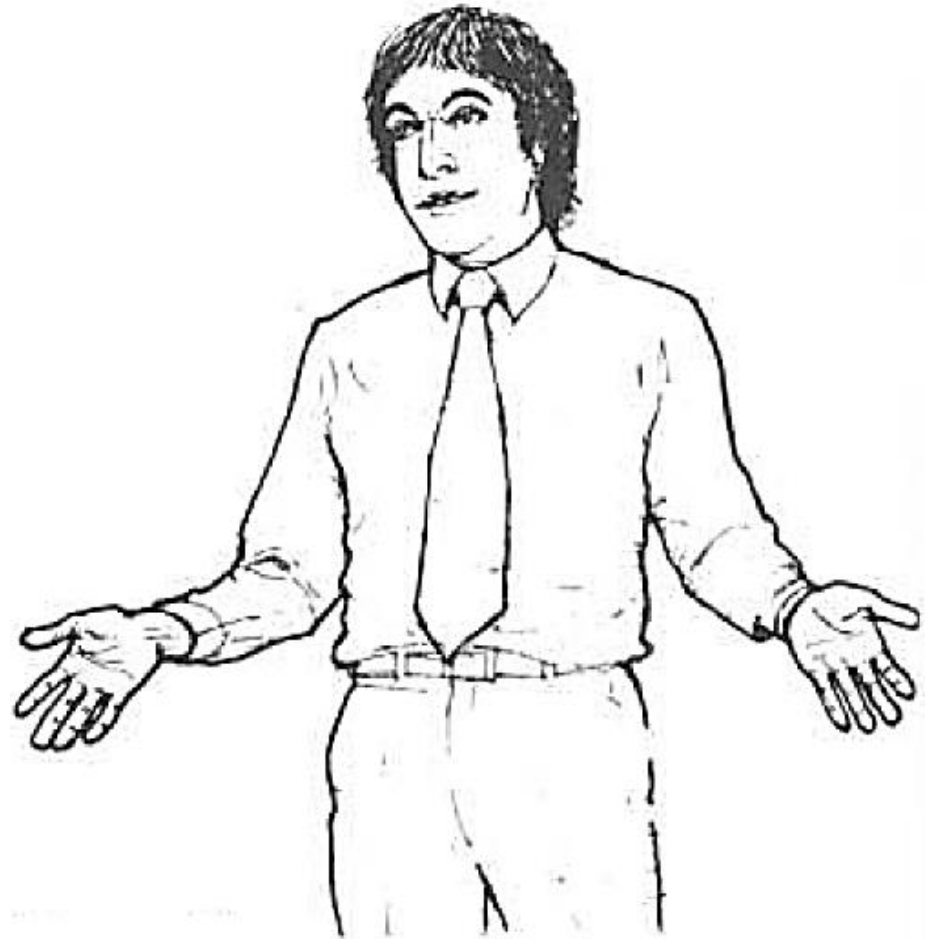


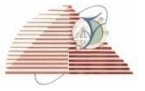


# Palm Gestures

10

when people wish to be totally open or honest they will hold one or both palms out to the other person and say something like, 'Let me be completely open with you'

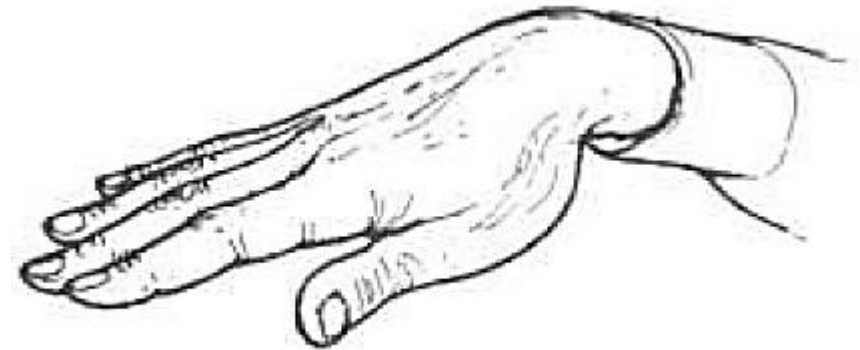


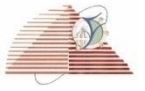


# Palm Gestures

11

## Dominant palm position



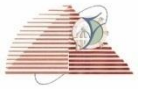


# Palm Gestures

12

## Dominant palm position



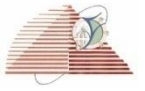


# Palm Gestures

13

## Submissive palm position





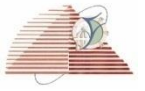
# Palm Gestures

14

## Submissive palm position





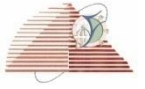


# Palm Gestures

15

## Equal palm position



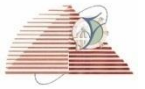


# Palm Gestures

16

## Glove handshake

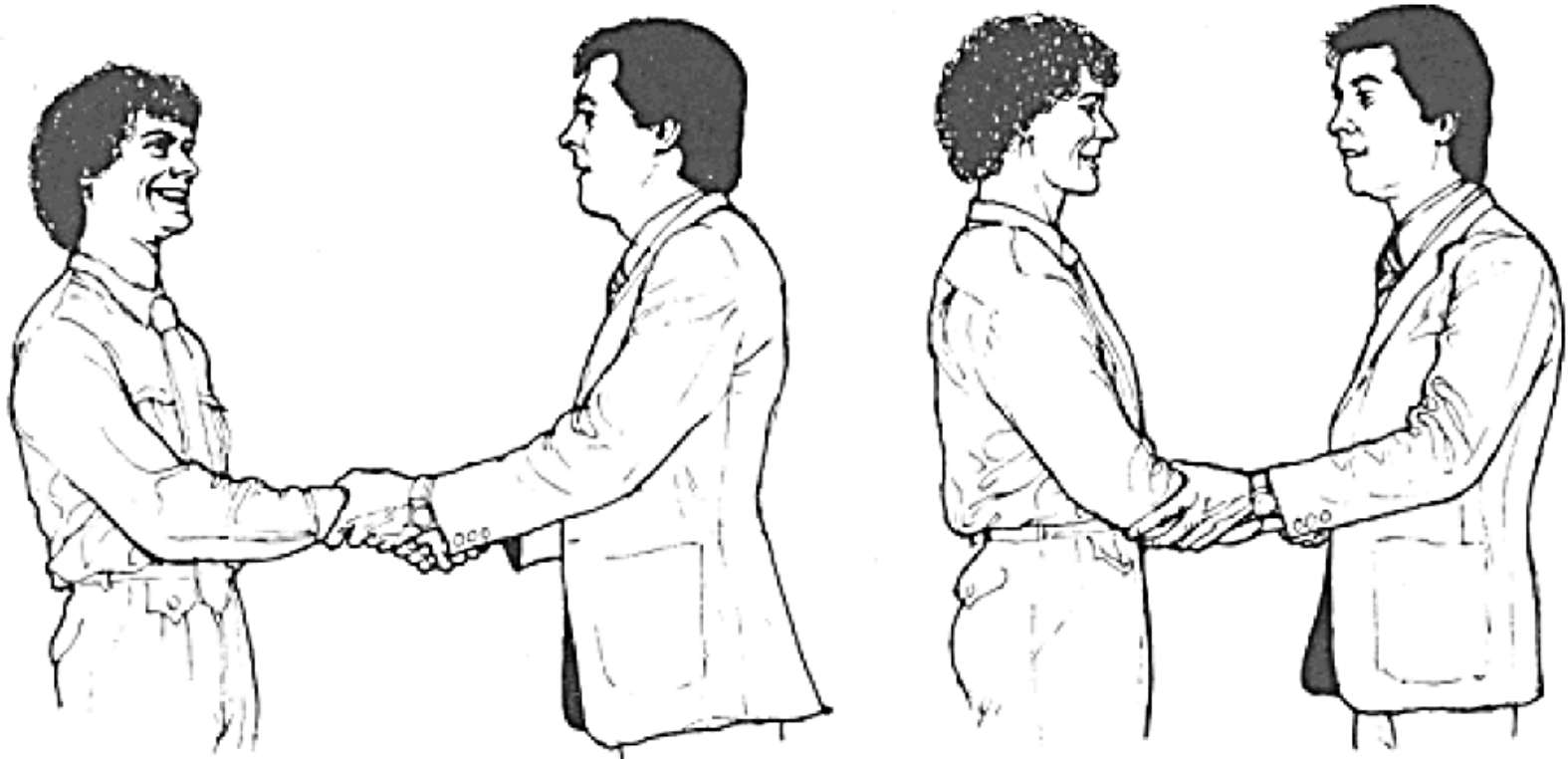


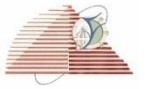


# Palm Gestures

17

## Glove handshake





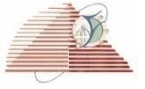
# Palm Gestures

18

## Glove handshake



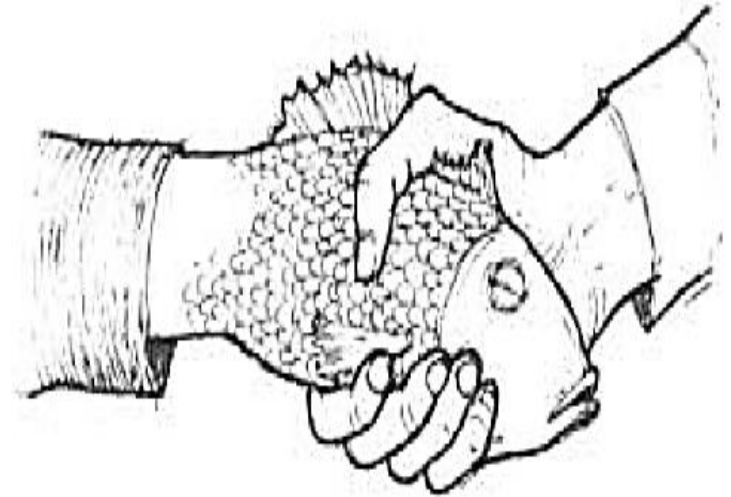
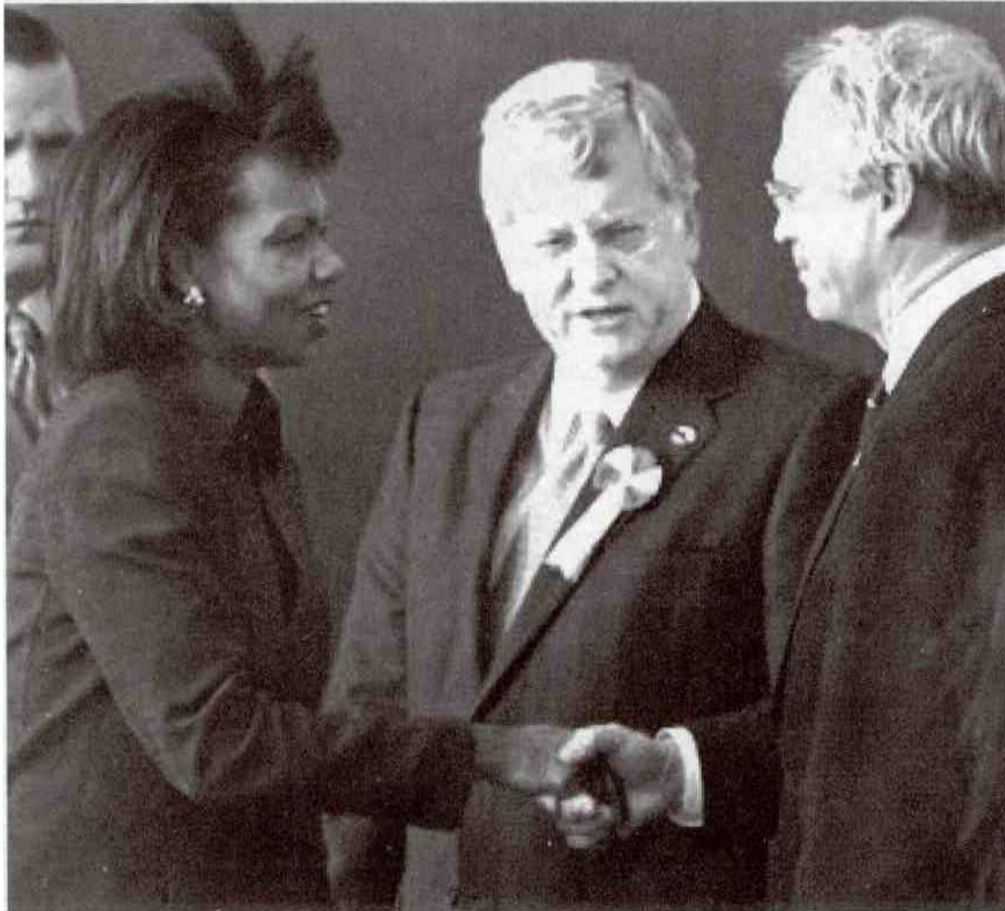


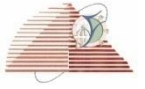


# Palm Gestures

19

## Dead fish handshake





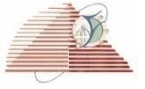
# Palm Gestures

20

## Knuckle grinder handshake





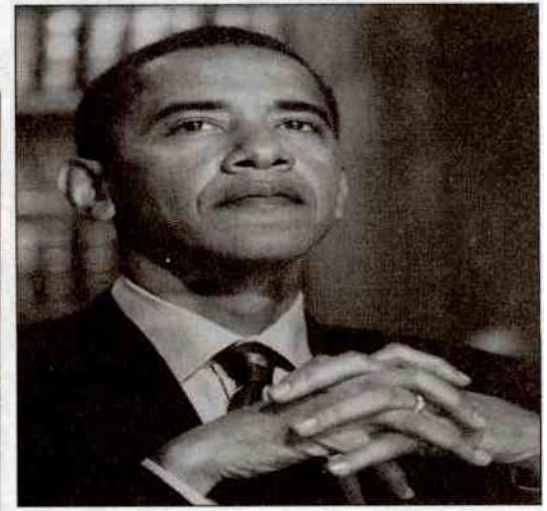


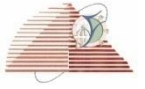
# Hand and Arm Gestures

21

**Hands Clenched Together** - Hands clenched in front of the face

**This gesture reflects the self-confidence**



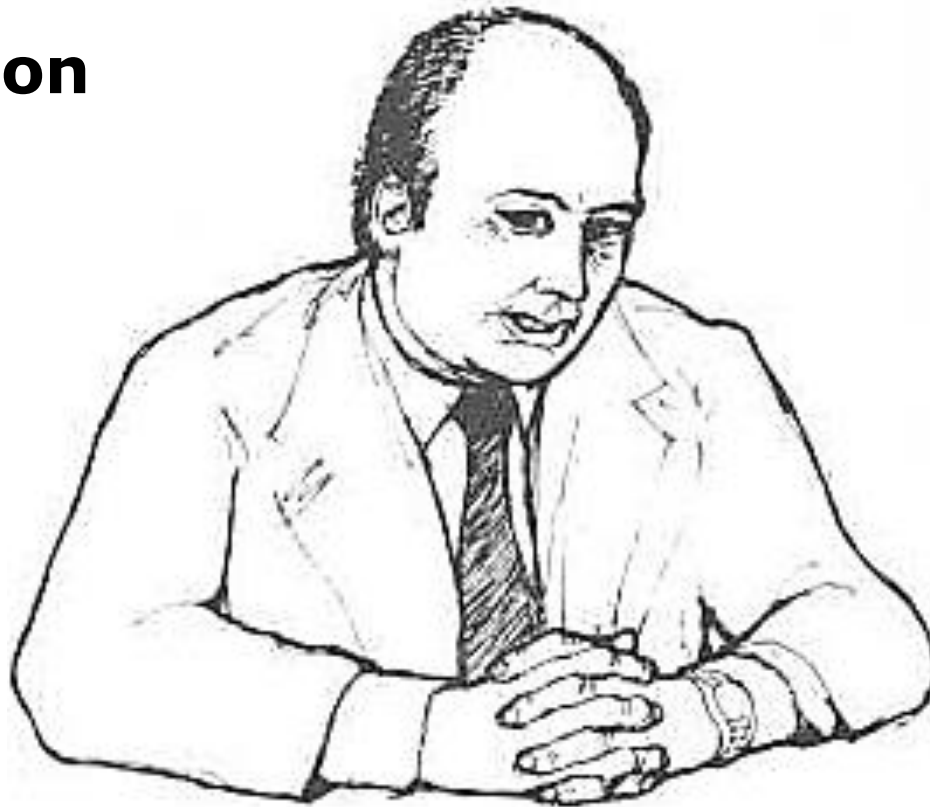


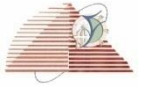
# Hand and Arm Gestures

22

**Hands Clenched Together** - Hands resting on the desk

**Frustration**





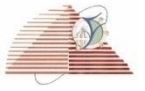
# Hand and Arm Gestures

23

**Hands Clenched Together** - hands resting on the desk

**Listening  
rather than  
speaking.**





# Hand and Arm Gestures

24

(1) Angry

(2) Confident

(3) Calm

(4) Disappointed





# Hand and Arm Gestures

25

(1) Frightened

(2) Sad

(3) Puzzled

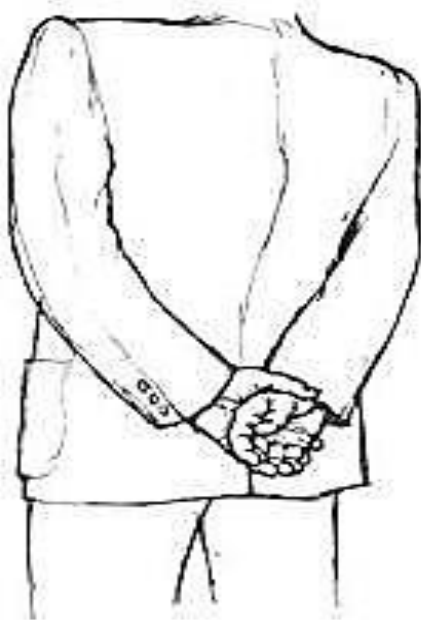
(4) Sleepy



# Gripping Hands, Arms and Wrists

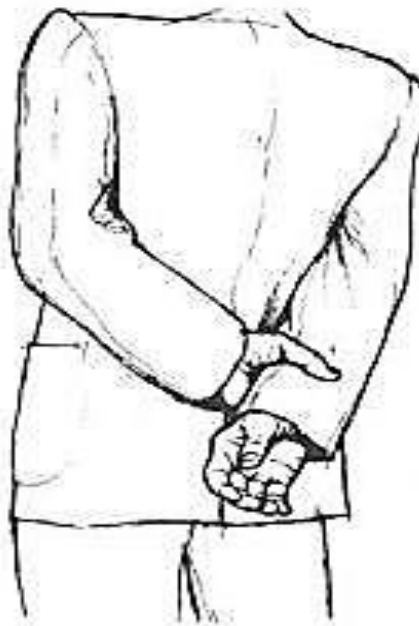
26

**Confidence Gesture**



**The superiority confidence gesture**

**Frustration and an attempt at self-control**



**The hand-gripping wrist gesture**

**More angry and more attempt at self-control**



**The upper arm grip**



# Gripping Hands, Arms and Wrists

27

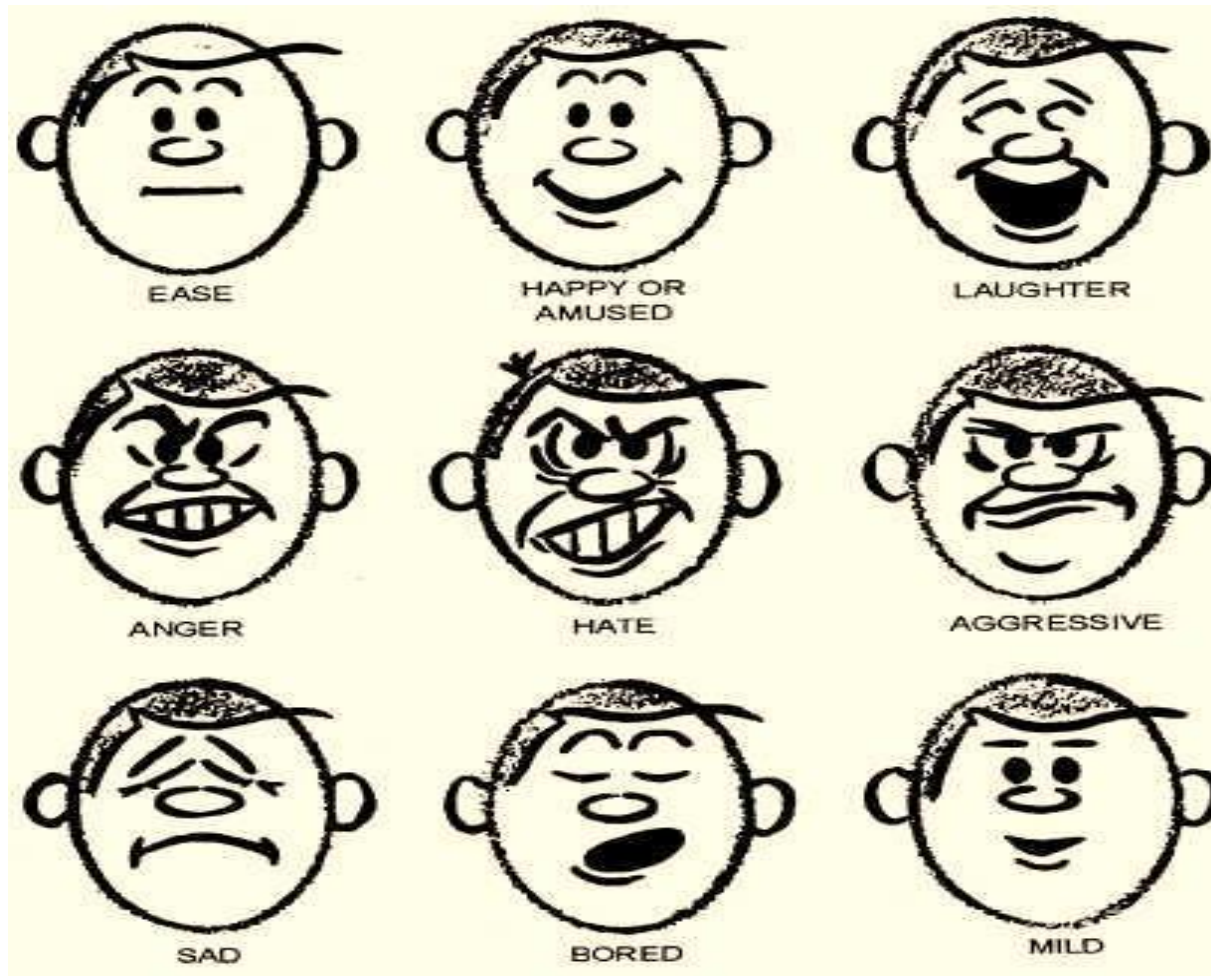
**Superiority/Confidence Gesture:** Several prominent male members of the British Royal Family are noted for their habit of walking with their head up, chin out and one palm gripping the other hand behind the back. Not only does British Royalty use this gesture; it is common among Royalty of many countries. On the local scene, the gesture is used by the policeman patrolling his beat, the headmaster of the local school when he is walking through the school yard, senior military personnel and others in a position of authority.

**Hand-Gripping-Wrist Gesture:** which is a signal of frustration and an attempt at self-control. In this as one hand grips the other wrist or arm very tightly as if it is an attempt by one arm to prevent the other from striking out.

**Upper Arm Grip Gesture:** The further the hand is moved up the back, the more angry the person has become. He is showing a greater attempt at self-control than the man in Hand-Gripping-Wrist Gesture man, because the hand is gripping the upper arm, not just the wrist. It is this type of gesture that has given rise to such expressions as, 'Get a good grip on yourself'.

# Face Expression

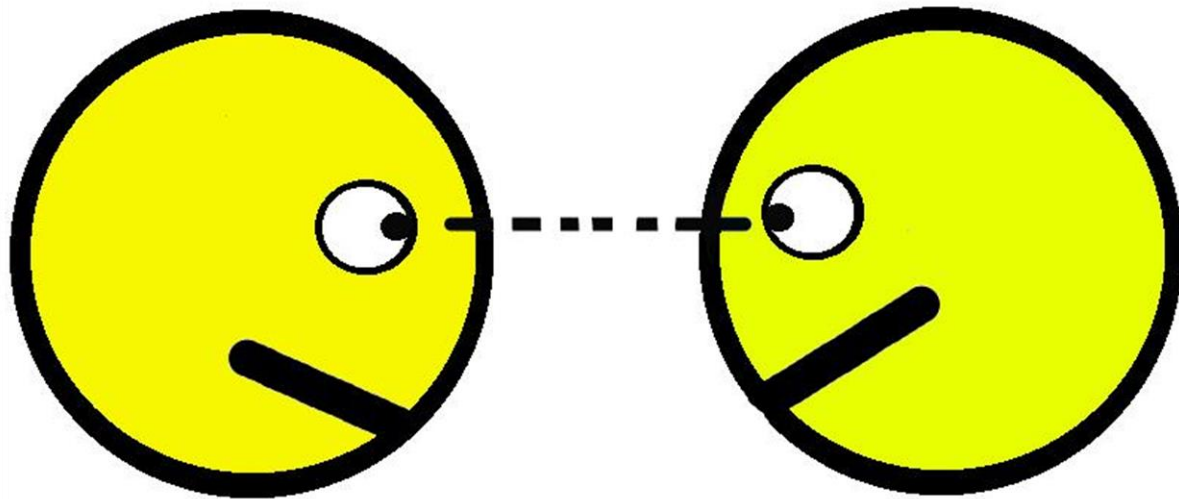
28



# Eye Contact

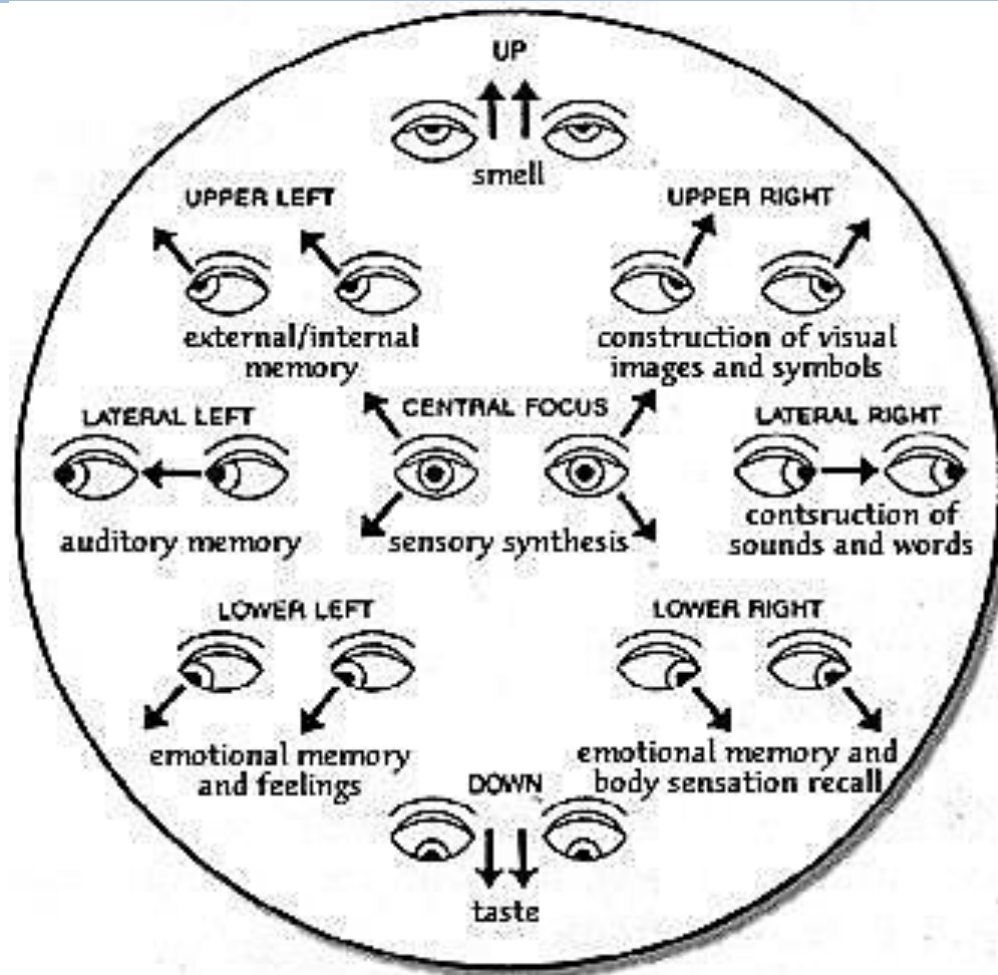
29

## Eye-Contact



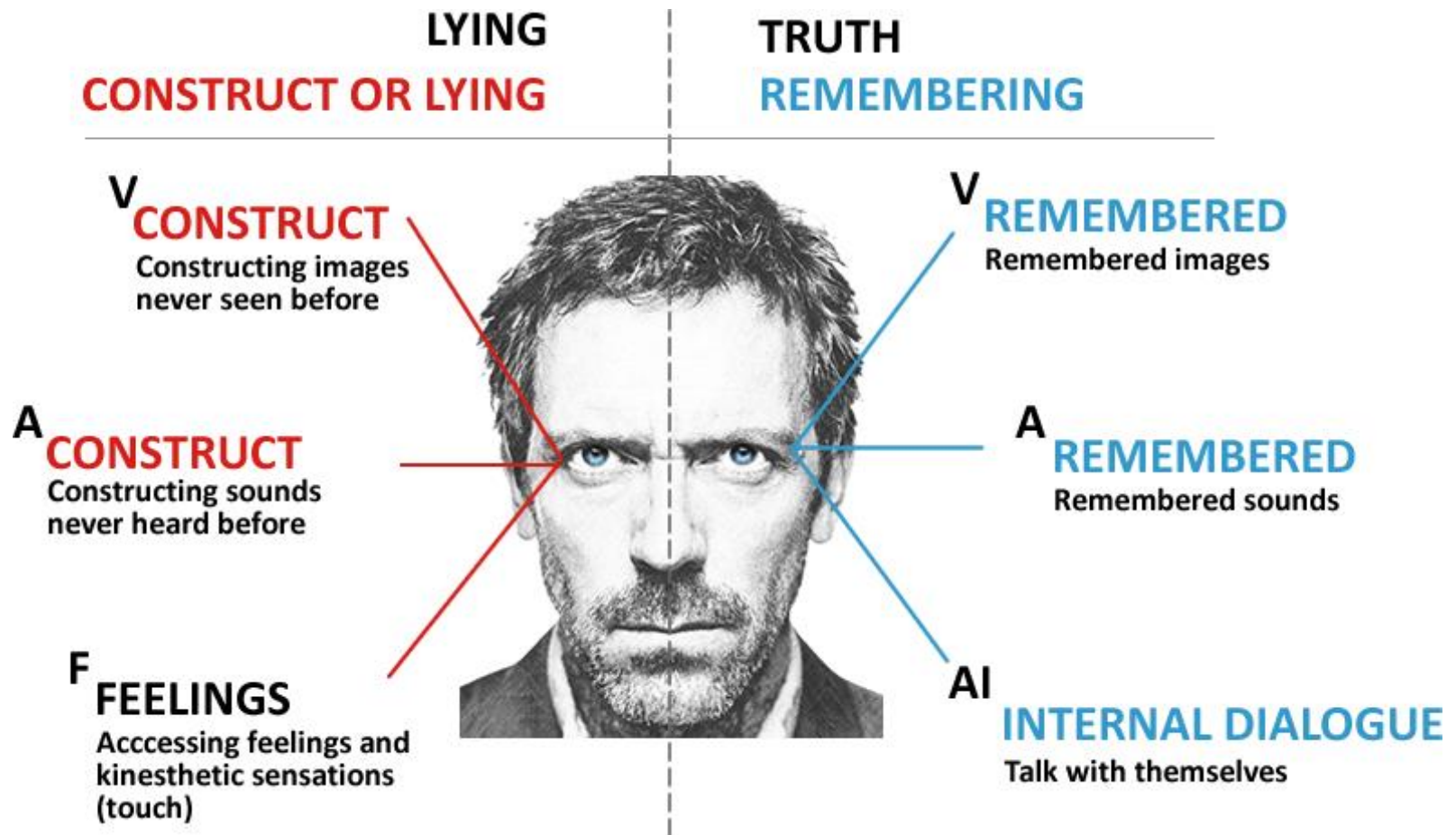
# Eye Contact

30



# Eye Contact

31





# Engaging Approach

32



*Openness vs. Defensiveness*



*Expectancy vs. Frustration*



*Evaluation vs. Suspicion*



*Self-control vs. Nervousness*



# Engaging Approach

33



*Readiness vs. Boredom*



*Confidence vs. Insecurity*



# Positive/Receptive Body Language

34

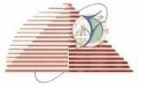
1. Consistent eye contact / friendly but steady gaze
2. Smiling
3. Upright posture / Shoulders back / Back straight
4. Shoulders and hips parallel
5. Relaxed, controlled body movements
6. Expressive face
7. Uncrossed arms and legs
8. Open hand gestures / No excessive or distracting hand movements
9. Nodding or tilted head
10. Head held high

# Negative/Unreceptive Body Language

35

1. Looking down / Avoiding eye contact / Shifting eye contact / Staring
2. Yawning / Frowning / Squinting / Furrowed brow
3. Slouched or hunched posture
4. Nervous, jerky body movements or fidgeting or foot/finger tapping
5. Nodding or blinking excessively
6. Lack of facial expression
7. Crossed arms and legs
8. Rigid posture and movement
9. Hands clenched
10. Shaking head





## Quiz

37

### What is the following postures telling us?

1. A brisk, erect walk?
2. Sitting with legs crossed, foot kicking slightly?
3. Arms crossed on chest?
4. Walking with hands in pockets, shoulders hunched?
5. Touching, slightly rubbing nose?
6. Hands clasped behind back?
7. Sitting with hands clasped behind head?
8. Tilted head?





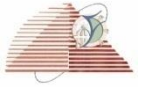


# Quiz

38

Look at the eyes and the mouth





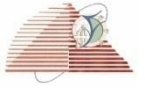
# Quiz

39

Look at the eyes and the mouth

What is his face  
telling us?





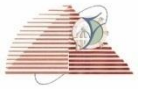
# Quiz

40

Look at the eyes and the mouth

What is her face  
telling us?





# Quiz

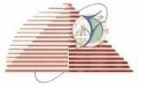
41

Look at the hands



What is  
this  
gesture  
telling us?





# Quiz

42

Look at the  
head, back and shoulders



What is his posture  
telling us?







# Quiz

43

Look at the arms and legs

What is this  
stance telling  
us?



Thank  
You