

## **Lesson #13**

### **“Body Language”**

Body language plays a crucial role in interviews as it can convey confidence, professionalism, and engagement. Here are some tips on how to use positive body language during an interview:

#### **1. Maintain Good Posture:**

- Sit or stand up straight with your shoulders back. Good posture signals confidence and alertness.

#### **2. Make Eye Contact:**

- Maintain eye contact with the interviewer as a sign of attentiveness and confidence. Don't stare, but keep a comfortable level of eye contact.

#### **3. Smile Genuinely:**

- Smile when appropriate to convey warmth and friendliness. A genuine smile can help create a positive impression.

#### **4. Offer a Firm Handshake:**

- When greeting the interviewer, offer a firm handshake. A weak handshake can give the impression of insecurity.

#### **5. Use Open Gestures:**

- Use open, welcoming gestures, such as open palms and expansive arm movements when appropriate. This can make you appear more approachable.

#### **6. Avoid Fidgeting:**

- Try to minimize fidgeting, like tapping your fingers or shuffling your feet. This can be distracting and indicate nervousness.

#### **7. Maintain a Neutral Facial Expression:**

- Avoid excessively animated facial expressions. Maintain a neutral or pleasant expression to appear composed and attentive.

#### **8. Mirror the Interviewer:**

- Subtly mirror the body language of the interviewer. If they are sitting upright, leaning forward, or using hand gestures, follow their lead to establish rapport.

#### **9. Be Mindful of Personal Space:**

- Respect personal space boundaries, especially in one-on-one interviews. Maintain a comfortable distance from the interviewer.

**10. Use Nodding and Active Listening:** - Show that you are actively listening by nodding in agreement or offering verbal cues like "I understand" or "That makes sense."

**11. Control Nervous Habits:** - Be aware of any nervous habits, such as hair-twirling, foot-tapping, or pen-clicking, and try to minimize them.

**12. Dress Professionally:** - Your attire is also a form of non-verbal communication. Dress professionally and in accordance with the company's culture.

**13. Speak Clearly and at a Moderate Pace:** - Your tone of voice and speaking pace are part of your non-verbal communication. Speak clearly and at a moderate pace to convey confidence.

**14. Use Mirroring and Matching Cautiously:** - While mirroring the interviewer's body language can build rapport, do it subtly and naturally. Avoid mimicking in an obvious or exaggerated manner.

**15. Relax and Breathe:** - Take deep breaths to help you stay calm and composed. Nervousness can often be reflected in body language, so relaxation is key.

Remember that non-verbal cues, including body language, can speak volumes in an interview. Practice good body language to present yourself as a confident, engaged, and professional candidate.