

[Another eBookWholesaler Publication](#)



Proudly brought to you by

Richard Tong

[Email](#)

Recommended Resources

- [Web Site Hosting Service](#)
- [Internet Marketing](#)
- [Affiliate Program](#)

Disclaimer

The advice contained in this material might not be suitable for everyone.

The

author got information from sources believed to be reliable and from personal experience, but does not imply nor offer any guarantee of accuracy.

The author, publisher and distributors never give legal, accounting, medical or any other type of professional advice. The reader must always seek those services from competent professionals that can review their own particular circumstances.

The author, publisher and distributors particularly disclaim any liability, loss, or risk taken by individuals who act on the information here. All readers must accept full responsibility for their use of this material.

All pictures used in this book are for illustration only. No link or endorsement

between the people pictured and the book, author or publisher is implied and

should not be assumed.

None of the pictures may be used for anything apart from this book without the rights holder's prior written permission.

Terms of Use

No alteration by anyone to the appearance, format or content of this ebook is allowed. All rights are reserved. No part of this book may be reproduced, stored in a retrieval system, or transmitted by any means; electronic, mechanical, photocopying, recording, or otherwise, without written permission from the copyright holder (s

Please Read This **First**

Terms of Use

No alteration by anyone to the appearance, format or content of this ebook as supplied by eBookwholesaler is allowed. This

electronic [book](#) is Copyright © 2014 eBookwholesaler. All rights are reserved. No part of this book may be reproduced, stored in a retrieval system, or transmitted by any means; electronic, mechanical, photocopying, recording, or otherwise, without written permission from the [copyright](#) holder(s).

You must not distribute any part of this ebook in any way.

eBookwholesaler Members are the sole distributors and must abide by the [eBookwholesaler page for Terms of Use](#). No-one may offer or distribute this book through eBay or any type of [auction](#). This book is published by eBookwholesaler and no-one else may claim to be the publisher.

Disclaimer

The advice contained in this material might not be suitable for everyone. The author got information from sources believed to be reliable and from personal experience, but does not imply nor offer any guarantee of accuracy.

The author, publisher and distributors never give legal, accounting, medical or any other type of professional advice. The reader must always seek those services from competent professionals that can review their own particular circumstances.

The author, publisher and distributors particularly disclaim any liability, loss, or risk taken by individuals who act on the information here. All readers must accept full responsibility for their use of this material.

All pictures used in this book are for [illustration](#) only. No link or endorsement between the people pictured and the book, author or publisher is implied and should not be assumed.

None of the pictures may be used for anything apart from this book without the rights holder's prior written permission.

Contents

Please Read This First	2
<i>Terms of Use.....</i>	<i>2</i>
<i>Disclaimer</i>	<i>2</i>
Contents	3
About the Author	5
Introduction.....	6
You as a Lie Detector.....	8
Myths about Body Language	9
<i>The Signs can be inconclusive.....</i>	<i>9</i>
<i>We can get better information through body language than from words.....</i>	<i>9</i>
Boost that Vital First Impression!	10
Relax and Get Your Message Across	11
Your Smile	12
Tells – the Signs You Need to Watch for.....	13
<i>Where are they Looking?</i>	<i>13</i>
The Truth about Your Body Language	14
Using Body Language in High Stakes Gambling.....	15
Help People with Body Language.....	17
Micro Expressions.....	18
From Head to Toes.....	19
<i>The Head</i>	<i>19</i>
More Indicators.....	20
<i>Hair.....</i>	<i>20</i>
<i>Neck</i>	<i>20</i>
<i>Eyes</i>	<i>20</i>
<i>Feet</i>	<i>21</i>
THE CAMERA DOESN'T LIE?	23
Beware the Impromptu Interview	24
Body Language Mistakes	25

<i>Crossing Your Arms</i>	<i>25</i>
<i>Tilting Your Head.....</i>	<i>25</i>
Reading Body Language from a Photo?	26
Use Good Body Language in Your Photos	27
Using Body Language in Hiring	28
The Most Valuable 2nd Language.....	30

About the Author

Edith Garfield believes that using her knowledge of body language has been an important part of her [success](#) in selling a variety of products.

Edith said, "Body language is part of our genes! Every creature on the planet uses body language to communicate their feelings and needs."

"I want to share what I learned and used to help my readers in their personal and [business](#) activities."

"I believe that improving our ability to use and interpret body language is one of the easiest and most powerful ways to improve the impression and connection we make with other people on all levels."

The frantic pace of our modern world means we often don't communicate well enough to achieve perfect understanding with other people."

"I will also show readers how to read other people's body language much better!"

"Their body language is often much more reliable than what they say."

"Everybody is being judged by new people they meet every day. Usually, their judgments are very quick! Good or bad, those quick assessments can affect our [relationship](#) forever!"

"I want to show how we can make a better impression and also improve the quality of judgments we make about other people."

Edith believes that we all need to get along with most people we meet. She hopes her book will help you improve your body language and your [life](#), one person at a time!

When people see your body language matches what you say, they are more inclined to trust and like you.

If those messages don't match, they will probably take longer to get to know you or just move on.

You are giving this information out all the time. You need to know and control what messages you are sending.

I am sure that the tips I discuss will help you to understand other people's body language so you can make better connections with them.

Introduction

Body language is not unique to humans. Every creature on our planet uses gestures and [posture](#) to signal their desires, demands and needs to others of their own species all the time.

Babies use their body language to get what they want from the other people in their family.

They also watch and learn the body language of those people and what it means to the [baby](#).

Through our lives, we use our knowledge of body language to improve our communication with other people.

But, most people don't realize the effect that learning to use our body language and understand the messages which others, usually unconsciously, send us all the time can have for improving our social and business [success](#)!

Body language is part of every interaction we have.

Improve our knowledge of it by ten percent and we can benefit from that every time we meet someone, whether they are a stranger or someone we know well.

With the time pressures which we all feel every day, we need to communicate better.

Using body [language](#) is one sure way to do that.

Reading someone's body language ensures that you connect better with them than most people do in a casual encounter.

You focus on them. There is no better way to make a good impression!

Your ability to connect with people may have been compromised through negative experiences in your past. [Body](#) language can help you mend those fences over time.

People can hide their true intentions and feelings but your improving knowledge of body language will help you to know when they are being honest or evasive.

You can influence a person\ group or audience with simple adjustments of

your body language. But, this is not something which will always work and it takes practice to get fairly consistent good results.

The sooner you start using the tips which are most important to you, the sooner you will get the results which you desire.

You as a Lie Detector



We have all been lied to at times.

How well can you detect people that are lying to you?

Research suggests that most of us are unable to detect more than half the lies told to us.

Our lack of accuracy is mostly due to three main reasons.

- 1)** The skill of the liar
- 2)** We have a strong desire to believe the tale we're told, however far-fetched.
- 3)** We don't pay enough attention to what they say or their body language.

Your [study](#) of the changes in their body language when you are with them can help you avoid any traps.

It takes practice and time to get consistent [success](#).

There are many indicators which can help show you when someone may be trying to mislead you.

Always remember that body language can only give you indications of the reliability of what someone is telling you.

You need to get many pieces of information and cross-[check](#) for accuracy.

I've only met one person that was later proven to be a convicted con-man. He was most convincing.

His secret was the same as many actors. He really believed that the story he told each of his victims was the truth, at least while he was with them!

One way to practice your ability with judging [body](#) language is to watch live or recorded presentations and trials.

Myths about Body Language

Although there has been a lot of research and testing about body language since Charles Darwin wrote his book, we're not a lot closer to having set rules and procedures which work every time with every person.

Using body language effectively is more [art](#) than [science](#).

The Signs can be inconclusive

A single example will demonstrate the traps of assigning just one possible reason for someone using a particular gesture.

When someone folds their arms, traditional texts on body language tell you they are being defensive.

That's a reasonable possibility but that person may just be cold.

They may be copying the posture of someone else in the [group](#).

And many men adopt a crossed arms posture to demonstrate that they are not to be messed with!

We can get better information through body language than from words

Although knowing and using the indicators which are part of body language are valuable, we don't get precise information that way, just indications about the feelings and emotions involved.

That may indicate that the person is not telling the truth.

I am not downplaying the importance of the indications given to those who study and practice interpreting body language, but am convinced that some experts' claims for their value are overstated.

Body language is a [tool](#) but not a magic pill!

Boost that Vital First Impression!

If you feel stressed when meeting new people or being interviewed, these tips will help you to make a positive [impression](#).

The importance of your first contact with anyone is very high. Research suggests that most people form a lasting impression of people after just a couple of minutes of meeting them.

Later encounters can cause adjustments, good or bad, in their feelings about you. But, the basic impression will not change much for some time.

Don't rush your movements or speech: If we feel pressured, we tend to speak louder and faster.

That will make most people think you are unsure of your facts.

Take a gentle, slow breath before you start talking so you have plenty of oxygen and match your speaking to the other people in the group.

Fast movements tend to irritate people.

Keep your arms and legs steady, feet about the width of your shoulders apart with the toes pointed toward the group.

Look at the person who is talking. That way you demonstrate that you are interested and focused on what they are saying and not just thinking what you will say when you get the chance!

Don't adopt a fixed stare. This can happen when you try too hard to focus on the person speaking. It can seem threatening. Keep your focus on them but move your eyes around their face.

Nod when appropriate. This is a quick way of acknowledging what the other person is saying without interrupting what they're saying.

Make sure that you get the names of the people. If they are not clear when you are introduced, ask for them to be repeated. Few will [mind](#) if you show that extra bit of interest.

Then, use the name of one or more of the people in your conversation so you can fix them in your mind and show that you have taken the trouble to memorize them.

Relax and Get Your Message Across

If you are stressed at the thought of meeting new people or because of earlier events that day, take a few minutes before going into the room to relax. Find somewhere that you won't be seen and loosen yourself up.

Your shoulders may feel stiff. Just rotate them gently a few times and take a few deep breaths.

Restricted [breathing](#) is very common with people that are under pressure. Although we've been breathing all our lives, many people don't do it well.

Take a few minutes each [morning](#) to practice better breathing. Just put your hands flat against your diaphragm and then draw a breath down into your lungs slowly.

If your stomach does not move much or at all, you are only breathing hollowly into the upper half of your chest.

Take another breath and try to draw it deeper.

When you start to feel pressure in your abdomen, you'll know you are doing it correctly. This will increase the amount of oxygen which your body gets with every breath!

You can make this part of a simple [meditation](#) routine which will bring you more benefits over time.

Your Smile

We start smiling just a few weeks after birth, when we have begun to sort out all the fascinating signals and experiences we encounter in this strange world outside the womb.

Within a few weeks, we are recognizing people who are helping and interacting with us.

They use the [smile](#) to get what they want from us and that works pretty well when we've grown up too.

But, some of us let our smiles fade as we are buffeted by small and large challenges through the following years.

We either forget to smile or just [make](#) do with a pale imitation of the real thing.

The smile is worth checking from time to time. A few tweaks can make a difference to your progress in most any area of [life](#).

People may not have great smiles themselves but almost everyone can tell when yours is not up to scratch.

Signs of a genuine, friendly smile can include wrinkles like crows feet at the corners of the eyes, the corners of the lips turned up and full cheeks.

But, the main signal which people react well to are when the eyes are infused with the light from the lips.

Another key factor is that the person's [tone](#) of voice must match the power of their smile.

Some people will put out a good looking smile when they are not really enjoying the moment but their voice may show their real feelings.

Tells – the Signs You Need to Watch for

Tells are signs which indicate a difference between what someone is saying and what they are actually feeling.

This can be helpful in social and business situations and profitable in serious games like high-stakes [poker](#).

I'll discuss a few of the tells which are worth knowing when you play games for [money](#) in another section.

The most common situations that most of us will use our growing knowledge about body language is in [business](#) and social settings.

So, that's what we'll concentrate on.

Where are they Looking?

If you approach someone who has their gaze focused on the [floor](#), they may be trying to avoid connecting with you or, more likely, they are shy or depressed.

Sometimes, this is a display of submissiveness.

People that appear lost in their own world may be thinking about something private or could be just trying to avoid starting any conversations at that time.

It's important to know the signs when a group of two or more are open to more people joining them or want to stay apart from others at that point.

The Truth about Your Body Language



Everyone uses body language every day.

Babies use body language to get what they need and start [learning](#) to read the signals which the people around them are sending from about three weeks of age.

But, it isn't just us humans - every creature on the planet uses body language!

Charles Darwin's [book](#) about the mental and other aspects of humans and their similarities to those of our monkey "cousins" is regarded as one of the most important early works about what developed into the study of Kinesics (body language).

"The expression of Emotions in Man and Animals" is regarded as an early work related to what we now call Body Language.

Phrenology was the study of the formation and changes in aspects of the [human](#) skull as they were believed to be affected by the development of mental faculties. It is not much used today but was very popular in Darwin's time.

He used a popular and well-regarded textbook on phrenology as a reference when he was preparing his own ground-breaking book.

There are many studies being done on body language (Kinesics).

Security organizations use it as part of their [training](#) and it is taught to politicians and others who seek to influence the public like lawyers and defendants in high-profile court cases.

Using Body Language in High Stakes Gambling

High-stakes poker is one [game](#) where body language is frequently used.

Whatever game you play, always be sure of the rules, [betting](#) amounts and any local rules before you join in.

Trying to read a player's actual strategy is never as easy as some of the books suggest.

You need to be a knowledgeable player and also aware of each person's usual attitudes and responses.

Until you have some [idea](#) of what they do each time they play, you have little hope of spotting what changes might be significant and what are probably bluffs.

I'll discuss a few of the basic Tells (Signs) which are worth knowing when you play any games for [money](#).

As I've mentioned before there are risks with depending too much on what you see in someone's body language when you are learning and maybe also don't have great experience with the form of gambling you are in as well.

The experienced players don't make obvious Tells unless they are trying to mislead less experienced opponents.

Two obvious Tells which can be easily faked are acting like they have a strong hand or like they have a weak hand when they are holding the opposite to what they're indicating.

A similar ploy is to appear completely uninterested in the current hand but paying to stay in. That needs some experience of how that [player](#) operates to be able to guess whether they have a good hand or not.

If a player starts showing some nervousness while staying in a hand, that may be a good indication he or she has a good hand because nervousness is hard to imitate well.

Showing their hand to a friend who is not in the game is usually a fair indication that the player is excited about their chances. But, it also marks them as inexperienced because few seasoned players would do something

which would be so unusual and could also expose the cards to other people near the table.

Checking their chips during the hand will usually mean they think they have a good hand, but, of course, they may be bluffing.

You might find it useful to make a video of yourself in a friendly [game](#) with friends so that you can examine what tells you are using yourself.

Help People with Body Language



As you develop a greater understanding of the signs and actions which relate to body language, you can do more than just improve your own success with personal and [business](#) interactions.

You can help other people merge more successfully into your work group or a social activity you are involved with.

This just needs you to use your growing [knowledge](#) of body language to sense that they need help to get needed information or feel confident enough to give their viewpoint in a discussion.

This is easy if you remember when you've been in a similar situation and an unfamiliar [location](#).

Sometimes, new people will appear to be comfortable but exhibit some of the signs discussed in this [book](#) which you recognize.

They may be from cultures which express their feelings and attitudes differently.

Most Western cultures expect people to look at someone who is talking to them.

But, there are other cultures where that is not the norm, especially when they are reprimanding or overseeing the person they are talking to.

If this difference is not understood by the boss, they may think the person they are talking to is not paying attention or being disrespectful!

Teachers use body language as an indicator of their students' attitude and also to see when they are having trouble with the material being taught.

Micro Expressions

Micro expressions are fleeting changes of expression which are believed to be more closely linked to our current feelings and intentions than our more practiced familiar everyday expressions.

They occur whenever we experience something which affects us emotionally.

These happen frequently and are very useful for students of body [language](#) because they are involuntary – outside that person's control.

Of course, you also produce these insightful exposures of your inner feelings. But, sorry – I have suggestions about how to keep them from being seen and remembered, by other people.

The only consolation is that the micro expressions only show the broad emotional effect of whatever caused it for you.

The observer needs to recognize the effect and be able to link it to a particular event at that time to be able to glean any [information](#) from it about your situation!

But, putting time into [learning](#) this part of body language can be very useful as you are fairly sure you are getting the person's true feelings without any practised overlays..

From Head to Toes

This is a brief description of commonly accepted meanings for signals people transmit which you may not have been aware of and which could help you in social and [business](#) situations.

Remember that individual signals can mislead you and even cause big trouble. Always be guided by your experience with the person or people involved and be aware of other factors which could be influencing their reactions at that particular time.

The Head

This is the most prominent part of our body and also one of the most vulnerable.

Touching someone on their head is almost always a sign of a close bond and trust.

Outside of their [family](#) and very close friends, most people would not let many people touch them on their head.

Do you nod your head when you agree with something?

Eyebrows can produce a wide range of signals which are mostly easy to interpret. Just be careful that you don't flick your eyebrows up and down when someone is telling you something serious because they will probably interpret that as a sign you don't believe them rather than just an indication of your [amazement](#).

The various movements we do with our heads all have significance with our [body](#) language but the most important signs just involve the separate features and I'll details the tips I have about them in the following pages.

More Indicators

Hair

Women will stroke their [hair](#) if they are proud of it and with someone they like.

Both men and women who touch their hair nervously may be unwell or unhappy about something in their current situation.

Sometimes, they could have residual [stress](#) from a situation in their past which they have not dealt with. This is a much more common problem than you may think.

Neck

It is a significant signal when people touch their neck.

It's a vulnerable part of the body with important veins and bones in it.

There are broad and also subtle signals which are displayed there.

If someone touches the small hollow in their neck, they are uneasy about something in their present situation.



Pulling on their collar will tell you that the [person](#) is nervous and under pressure. This is so well known that it's a cliché in TV and movies but I still see people exhibiting their feelings this way!

When a [woman](#) moves to expose more of her neck and smiles, it usually means they are pleased to be with the person they are talking with.

Another affectionate gesture is to move their head closer to their companion's shoulder or chest.

Eyes

They may be the mirror of the soul. They are definitely the focus of most people who want to genuinely connect with their owner.

The most often quoted fact about our eyes is that wide pupils are most attractive and also indicate strong interest in what they are seeing.

That is probably true most of the time.

But, the effect of large pupils used to be achieved with drops of BellaDonna instead of [affection](#). That's not recommended or safe.

Tests have shown that this attraction only affects people as they reach maturity.

Although small [children](#) react well to cartoon or costume characters with large pupils, it is more because of their actions and other features.

Your eyes should not be kept fixed on one part of someone's face or body for very long.

It's annoying and can be considered threatening.

It also will cause your eyes to become irritated.

But, you should keep your attention on that person while they are speaking to you.

Feet

When you think about the amount of pressure they support, our feet are undervalued.

If you look after your feet with proper shoes and general care, the rest of your body will have less trouble right through your [life](#).

Their impact on your body language is also significant.

When you're having a conversation with someone, do their feet point in your direction or toward another group or even the exit?

If it's any of the last three, your [power](#) of attraction may be much less than you thought!

At the same time, your feet should be pointed toward them, of course.

Are their legs crossed? That could indicate they are feeling defensive and unsure about you.

If they are sitting down and their legs are crossed it might suggest that they are defensive but they may also feel so comfortable with you they cross their legs which makes them feel more comfortable.

These suggestions also apply to your legs in [relation](#) to the people you

talk to.

But, to present a professional image, I'd forgo the comfort offered by crossing my legs and keep them pointed toward the other people.

Your feet don't complain until the situation is serious and they don't lie.

Experienced body language users will always check how people they're with are placing and moving their feet.

The Camera Doesn't Lie?

When you see someone being questioned on TV or at some live [event](#), you would guess that they have had coaching from experienced presenters who are usually savvy enough to keep all aspects of their image in line.

Though [company](#) officials and all politicians are coached about how to present themselves, often nobody tells them how to place their feet!

That can give you a different perspective when they are questioned on sensitive points.

If their feet are not firmly on the floor because their chair is a bit high, you might see some jittery foot [action](#) which is quite a contrast to the smooth professional look their upper body displays.

So, if you are ever interviewed, remember to keep your feet under control.

That is not the only point which can get past the coaches.

That's why many interviews are pre-recorded.

Beware the Impromptu Interview

Have you ever been interviewed about your business or some other important topic?

If you haven't it could happen sooner than you think.

Many local TV stations send a reporter into the streets to ask people questions about local issues.

One day, your [business](#) might be involved in one of the daily issues.

That's when the effort you put into improving your use of body language could be critical.

It's not that the reporter is likely to try to make you look bad, their [job](#) is to make the TV station look good.

If you're not prepared, you could look bad by comparison to the experienced TV person.

You can make a great impression simply by being prepared.

That means looking presentable and able to answer any questions without [skipping](#) any.

The worst thing you can do is lose your temper.

It's also a big mistake if you try to be funny when you're not. Some people may make a joking reference to an opponent of theirs but it's seen as an insult which causes the joker to lose popularity.

If you make a joke, always put yourself as the butt of it. People appreciate the person who is able to make a joke about themselves.

Remember that professional comedians rehearse every word and do multiple recordings.

You probably won't get the chance for a retake but you could do some rehearsal videos yourself or with an [advisor](#) if you think you may have an interview in the near future.

Such a step may cost a little money, but it will prepare you and give you peace of mind.

Body Language Mistakes

Since Body language is not a confirmed set of rules, some suggestions from the researchers goes against what other researchers recommend.

Charles Darwin's [book](#) was accepted and lauded for years. Then, a group of researchers issued a detailed criticism.

But, in the 1960's another group found that maybe Mr. Darwin was right after all!

So, you may find what I suggest is different from someone else's recommendation.

My suggestions come from what I've found works and feedback from people I [trust](#). But, that might not always work for you because of your particular situation or circumstances.

There are some ideas which are commonly accepted by people that successfully use body language.

But, I've found that some people get different results and I tell you so you can do your own testing.

Crossing Your Arms

I believe the common view that crossing your arms will give most people the impression you are reacting negatively (or you are cold).

But, there are some people that suggest that many [people](#) just cross their arms to feel more comfortable even when it is not cold.

Tilting Your Head

If you are trying to show you are deeply interested in what someone says by tilting your head toward them, please keep these points in [mind](#).

Don't put your head within 5 inches of theirs unless you know it will be welcome that close.

Do it calmly, not fast, or it may put them off what they are saying.

If you have already tilted your head to show support, pull it upright before you make any statements or they will probably be thought less of because of your casual position.

Reading Body Language from a Photo?

Can you read body language from a [photo](#)?

Some of the photos in this book illustrate situations similar to those described in the nearby text but they are posed shots just for [illustration](#).

I am sure there are people who will give an opinion about someone in a picture without having ever met that person.

If they are judging their potential for a photographic modeling job, that's probably okay.

But, you cannot give a reliable judgment of their body language because the [picture](#) is static and only very limited information is available.

A video which covers the minutes before and afterwards would be helpful.

You'd also need information about what was going on in that area at the time as well.

Use Good Body Language in Your Photos

The popularity of sending instant pictures of themselves to friends on the Internet is not slowing even though many people have suffered ridicule or even lost their jobs when the photos have been distributed to people who were never meant to see them.

Never put a picture of yourself or anyone else on the Internet that would not want to see on the front page of tomorrow's newspaper.

Nothing can ever be completely removed from the Internet. Check www.archive.org where older versions of [web](#) sites and much else are being stored for ever.

As well as many similar sites, there are the search engines which store and dissect information which their bots [harvest](#) continuously.

Then, there are people and organizations which harvest photos and other material for their own purposes.

Make sure you have permission from each person you put a picture of on the Internet. You may be sued if you don't.

Be aware that any picture you put on the Internet cannot be protected totally. Many pictures are mis-used as images for fake personal adverts on all sorts of sites.

When you put pictures on the net, use low-resolution images and where possible have something covering part of your face to prevent the picture being used on some form of I.D. [document](#). You can always send anyone a high resolution [copy](#) privately by mail if you want to.

Carefully follow all the tips in this book about appearing professional and approachable with all your photos.

Using Body Language in Hiring

There is no more important meeting you have with any employee than that when you [interview](#) them for the job you want to fill.

It needs your full attention so you are satisfied you get the best choice and that person gets the information they need.

That includes the positive points about your business which will make them an enthusiastic employee and set them on the right [track](#) from day one!

Body language will help you and the candidate.

Watch how each candidate enters and you will often get a clue as to their real character from their attitude when they are leaving. The keen candidate will have a positive attitude even if they feel they may have made an error or two.

But, some potential employees will have mentally given up before they have left the interview room.

How do they enter? That will help you judge how they might approach your clients.

How do they interact with the receptionist and other [staff](#) on their way to the interview?

That can be a clue to their ability to integrate with all areas of the business and the other companies which provide services to yours.

Do they handle their resume and the materials you provide like they're worth something? Or, do they just throw their resume on the table.

If they don't remember the names of the interviewers, it's probably likely they might forget the name of that person that wants to place a big order.

Some applicants may just be applying to fill some quota and have no real interest in the job.

How they talk and, most importantly, listen to you will indicate how well they'll listen to their supervisors and clients.

Give each a fair [test](#) and some help if they're nervous. We've all been there. And sometimes those applicants turn out to be very enthusiastic

and capable.

Do they talk to each interviewer with respect and openness? If they don't, they won't suddenly [start](#) to in your offices.

Is their posture that of someone you want representing your business?

The body language of every employee needs to show clients they matter!

The Most Valuable 2nd Language

I believe that improving our use and understanding of [body](#) language is one of the most valuable studies we can do.

It helps us improve our communication with other [people](#), is very handy when we do not speak the same language and can give us strong silent warnings about trouble so we can avoid it.

It is a skill which we will never learn all there is to know. That means we can keep exercising our minds and testing our abilities right through our lives with body language.

Edith Garfield

[Another eBookWholesaler Publication](#)