

# BODY LANGUAGE

## ACTIVITY 2

### HEAD POSITIONS

**Choose the position that matches the meaning.**

- a) An employee does not approve of what you are saying.
- b) A co-worker is tired while working.
- c) Your audience is ready for you to move on to the next topic.
- d) Someone strongly disagrees with you.
- e) A co-worker trusts what you are saying.

### GESTURES

**Translate the following gestures.**

- a) Your boss gives you a thumb up after a presentation.
- b) A co-worker is on the phone and signals by connecting the thumb and index finger.
- c) A co-worker's idea is met with a thumb down during a brainstorming session.

### LOOKS

**Translate the following looks.**

- a) An employee looks up and to the right.
- b) A co-worker winks after a presentation.
- c) An employer rolls his eyes but smiles in a meeting.

### PERSONAL SPACE

**Identify the correct personal space for each situation.**

- a) Two people playing basketball may enter which zone of personal space?
- b) Colleagues attend a business meeting. Which zone is appropriate?
- c) There is a family reunion. What is the average zone?
- d) Two people work together assembling a new system. What zone may they enter?