

**Better Spoken English**  
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**Lecture No. # 04**  
**Stage Manners**

Good morning.

Good morning sir.

You see, it is always the first part of the word morning. The first syllable in the word morning which is stressed, so it is not good morning, it is good morning.

Come again.

Good morning sir.

Right, thank you. You know we begin, yesterday with feedback on your first presentations. I have not said anything about the contents of the presentation, because I think the contents were generally alright or quite alright.

There are other things, connected with presentation about which I want to draw your attention today. All presentations whether you will speak with crowd of 10000 or 1000000 people or you speak to your group of two or three, is in a certain sense, like a performance in a theatre, just as you act out, a role in a play or you perform a dance, or you give a concert, it is in a certain sense some kind of performance, in as you prepare for a performance, you also should prepare for a presentation.

I am going to tell you about how we can prepare best for presentation. There will be four minimum criteria at which we will have to look as we prepare. Can you take notes please. These four criteria are number one, grooming and dress, grooming grooming grooming and dress; number two, eye contact; number three, body language; number four, voice modulation.

I will try and explain, try and describe these four terms today, but before I begin today, watch your friends or yourselves, the six videos I am going to replay, and watch them in terms of these four things. Number one, are they dressed well? You have already written, are they dressed appropriately in, there is the word appropriate, there is a dress for every occasion, when you go to a wedding, do you go in Jeans? Do you go in bermudas in shorts? You know, there is a dress for going to wedding. When you go for other occasions, when you go for an outdoors party, you do not go in his business shoot. So, you know, watch these people and ask yourself these questions.

Number one, are they, where they appropriately dressed, was I appropriately dressed, if you are watching yourself. Number two, did they have a good eye contact, greeting, etcetera? Number three, did their body language indicate that they were comfortable? Number four, did their voice change with change in contents, was there any modulation of the voice? Make notes, and later we will discuss.

Is that alright?

Say, yes or no please?

Yes sir.

Do you understand me?

Yes sir.

Are we together?

Yes sir.

Shall we a start, watch those six videos, we watched yesterday. Right please.

Hi friends, Good morning. I am Irfan. My roll number is EE10B041. I am a second year b tech student from Airhostess Department. I am in Alaganandha hostel, room number 205. I am from a beautiful countryside of Kerala orCalicut. I like playing football, watching football, playing video games and sometime, I play cricket and I watch movies and documentaries. In fact, I will is a big source of . I want to be a Costomotologist, after doing by my B Tech, when I was in tenth, I go to inspired by a book brief history of time written by great scientist. Thank you, sir.

Hi, Is of Irfan dressed well, dressed appropriately? Irfan, where are you? Are you dressed appropriately? In my opinion, you know, it should have been a proper kaller shirt, etcetera, etcetera, but because I had in told him in advance. So, Irfan I am not folding guilty for that. I am only, trying to draw your attention. Did Irfan look at all of us? Irfan will you be angry with them, if they we criticized you.

Say yes or no?

No.

No. So, please speak frankly. Be Irfan's good friend. Good friend is one forgives feedback in polite language within the hearing of the person concerned. Are you a friend of Irfan?

Yes sir.

So, tell Irfan. Did he look at all of us?

No.

No was his body language alright, did it indicate that you was comfortable? Yes or no?

No.

What was wrong?

He is in the tense.

Nerve tense.

Last benches please. Do you think, Irfan was comfortable while his speaking? Yes or no?

Please, say something.

No.

No. What gives you that impression? Did you think Irfan was comfortable?

No sir.

No. Why not? He appear to be in a first day, suddenly first person, he is ask to his speak before a crowd, naturally. He ca not be too comfortable, and you his, he has hardly any eye contact with his listeners, etcetera, etcetera. Voice modulation, did you have variety of voices or one mono tone?

Most of the time, do you think his voice change?

No.

Watch the second video.

Hi friends, very good morning to all. My name is Jadav . Friends call me, Dhathu. My roll number is EE10B042, and I am in a second year dual degree Airhostess Engineering Department. My room number is 211 in Alaganandha hostel, and my native place is , I am from and believe my time, I would like to spend my time with my friends. I like to practice violin, singing songs and dancing.

Dhathu has good shirt, but there is no reason, why he should fold? Dadhu, are you here? Yeah There is no reason why he should fold it like a dressware? It looks like, you was going to take part in a boxing or other than make a presentation to his friends. So, shirt is alright, but it should have been one appropriately. I am not saying, you must have a tie and all that right. What you think of his voice?

Not bad.

Not bad. He is easily to be heard, but perhaps some modulation could have been there.

Did you look at all of us?

Yes.

Do you, how many people say yes? Anyone, who has as a different opinion. I think he did not look at as, even now you know, he is looking at his own admiring his own wrist watch. Right Dhathu you do not mind, but you know you may be you are right. I am wrong. Since ever as a child, I was very fascinated by aero planes, the way they fly and that let me go up for Airhostess Engineering in IIT madras, and I think I will be a very good company and I hope you will have a very good time. Thank you all.

Hi friends, I am Anush Kumar. I am from department. My roll number BT10024. I am from Mandhagini hostel. My aim is become a good engineer. I would like playing games and I like to spend most of my time is the nature and friends and with my family members. My room number 156.

Hi friends, good morning to all. I am Manoj. My roll number is BT10B057. I am second year B Tech student and my hostel is Mandhagini. My room number 148. I am from Vishakapatnam, Andhra Pradesh. My free time, I will to spend with my friends and my family, and my hobbies is to play cricket and outdoor games, and I achieve the second prize in drawing in my forth class. And also, I got my second in science in eighth class. Thank you.

My name is Manoj. My roll number is CT10B120020. I am from Jamuna hostel, room number 144. I am from Civil Department. My greatest achievement from childhood is getting into IIT and I tell you after coming into IIT, not succeeding. My hobbies are playing cricket , and I love become project manager in construction, and my only greatest achievement after coming into IIT is being a room partner to the dirtiest roommate, that has spoken before me. Good sense of humor right.

Yes or no.

Yes sir.

I live in Sarawathi hostel, room number 278. There are three things, which I believe, a very unique to me. They are music, my favorite instrument being violin and second is fruits, without wish I cannot survive and then, its yoga which I do regularly.

Is your dress considered appropriate for girls for a public occasion? I do not know. I am not being . I am just asking you. I would not know. So, I do not think, I can comment on that, but next occasion I will ask you to common appropriate dress, if it is a appropriate, it is alright, come in this dress have already said, your spoke rapidly, yoga which I do regularly. Also I like travelling to different countries, meet the people there, and get to know their culture, if I was given ample amount of absolutely free time. Then, I would go for reading books and philosophy and metaphysics. My ambition is to go for higher studies, and then come back, and be useful to people in a very effect.

Hi everybody. I am Ashwini Chidambreswar, EE09B065. How what your dress Ashwini? Will it be considered appropriate among ladies? know, you can decide, you can ask yourself. I am pursuing dual degree in Electrical Communication Department. Where is that department? I am very lucky in enough and try to introduce myself, that I am from a music background family. I sing, I am Ramachari student, though who is a music director in Telugu film industry. Have sang in stage shows as well as tv shows, ideal star singer 2009 batch, could manage to come up the finalist. And my achievement was to sing a stage show, before A R Rehman sir, got an opportunity through Ramachari sir. And I am participated in inter IIT volley ball team, I was in volley ball team, win for five branch medal. The main objective for me to take this course, is to improve on my communication skills and in my visions.

I think we want discuss individuals, but the point, I am trying to make to these examples is that, there is a dress for appropriate occasion. If you are playing the role of Srirama, then you will have to dress with a bow on your left shoulder or right shoulder? Left shoulder with a behind or before, where you keep arrows, but if you are playing Alexander. Would have a bow and arrow?

What would you have?

You will have to . Would you have any mustas or own , if you are playing Alexander.

No mustas.

No mustas. Alexander was the first general, who decided that all shoulders should have short hair, no mustas for obvious reasons. Otherwise, they could be held by the hair and their heads could be cut off.

So, there is an appropriate dress for every occasion, this is a performance. Your performing before your friends, before stranger, before a crowd of people like yourselves, who are hear to listen to you, tell them something, they do not know. Otherwise, which also means therefore, that you will have to perform, like you perform in a theatre.

So, I am going to look at these four points and trying to draw your attention to various possibilities, along these four points and how you should perform.

Is that alright?

Yes sir.

I will like it to take notes, wherever necessary.

Are you with me?

Yes sir.

Lovely, that is great.

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Grooming; grooming you know, in the word grooming in English, means your whole lot of things - your dress, your shoes, your hair, if you have some. In my case, I am lucky. I do not have to bother with that. You know, your turn out as they say in English. If you shave, then you must be properly shaved, you know, if you like to keep long beard, then it must be properly trimmed, if you have hair, it must be properly done. I do not know, what is the formal hair do for girls, but I am sure, there is some kind of a coat even for them.

So, you know whole lot of things will go into it, your hair should not be flying, there must be done properly, you must be shave, you must have proper dress.

Now that does not mean, you should always be in formal business suite, but you must dress well enough, and neatly enough to command the respect of your listeners. Your listeners should not conclude that you are straight out of bed. Do you understand me? The impression, a large number of B Tech gives that, at this institute is that just are there coming to the straight from the bed, even without visiting the toilet in between. That should not happen, particularly when you make a formal presentation. You must tied, you must be smartly turned out.

Why a smart dress gives confidence to these speakers? Do you agree? When you are dressed in neat clean clothes, a starched, well done. I guess lot of people have said, and I also guess that, you feel more confident of yourself. When I go to talk at another college or in another place, I always request my wife to give me a newly, a starched , shirt, trousers, shoes, etcetera, etcetera. You know, where would good turnout means quite often a prepared speaker. Do you agree?

Yes are no.

Yes sir.

Maybe, you know I will. Similarly, you know people are impressed. Imagine, you know a situation, where a great speakers come, great speaker comes in a shabby dress. Would you have the same kind of respect for him. Of course, when you starts his speaking or when she is start his speaking, your opinion may change.

You may conclude that, after all this is a good speaker, but the first few impressions, please note. The first few impressions about all speakers, all strangers are made by the dress they wear. The first few seconds, there for it is extremely important, that you should be appropriately dressed, which means you should be neatly, cleanly dressed.

Of course, this is a bit too much, you know. I was trying to look for us smartly dressed man, this for the first photograph, their on the Google. When I said, I wrote a smartly dressed man and a put Google in a found Barack Obama, but there is a point here. The point is would Americans like to have a president, who is very shabbily dressed. I do not know, my guess is possibly not. That is why? You know, in all political meetings, Obama though coming from a minority background dressed in the standard manner, which made him look still more, handsome perhaps.

Body language, how do you stand? I will come here and I wanted to see, there is a catalogue of, is it alright for me to stand for here? There is a catalogue of the way people I stand. Many people stand and only one foot. Are you able to watch me, or this way? Sometimes, it looks like they are going to play, like Sri Krishna going to play flute this way. Sometimes, they also do this. I have seen in my years you know. I have taught this course nearly 20, 25 years, and have seen all kinds of . Is that alright?

May be, that is alright, but better a proper thing to do would be a stand on both your feet, not like on army officer, not this way, you know. In NCC that tell you, stomach inside, breast outside and the chin raised, that may not be necessary, but in between, As Buddha said, there is something, be a smart distribute your weight, if you are giving a long presentation, you make possibly like to move, but if you are giving a short presentation, 1 or 2 minutes, 3 minutes, 5 minutes, better a stand where you are? A stand on, both your feet, where a present a smile at the time, do not be tense, you know.

Do not appear as a next movement, you were going to be hanged. Do not have, what in English is call, please write, fumerial look. Do you know what fumerial look is? Is it alright? Can I walk little while. Is it? Do you know, what fumerial look is? You know, when you go to very somebody in a graceyard, or when you go to somebody in a .

Then you know, you wrote about pleasant look high, this guy is gone, do you say that? Do you, no matter mostly if, how is we like, no matter, how much you may have hatred him, or hurt? Do you where a pleasant a smile in the graceyard? You were a somber look, you look down, you do not usually chat with the person next to you. You were a very great look that is called fumerial look, but when you are among friends, sharing knowledge with equals.

There is no reason for you to have, that fumerial look that does not mean, that you should be guilty all the time. Hi, I am going to tell you something very interesting today. Know, but ones again, there is something in the middle, be relaxed, smile.

We are going to talk about, simple thing like grooming, today. So, that is, what is meant? So, where a pleasant smile is stand on, both your feet, that you know, how do you, you know, what do you do with your hands? Some people, cannot keep their hands is still while they talk. They keep doing this or that you know, barathanatyam, kathakali, everything put together. Rock, rap everything put together.

Even here, I have copies of all the presentations you made. If you like, please come and watch them in my room or take a copy and watch them in the comfort of your hostel. You will find that, a lot of people cannot talk keeping their hands still. You do not have to keep your hands still. You are not a stague, you are not a professional television presenter. You are a natural, normal, professional, but your hands can move in a meaningful manner.

Though there are a few other things people do, in the British days, it was consider bad, if you kept your hands in the pocket and if you spoke. Can you tell me, why? Suppose, you had a gun inside and you shoot him, so Mukhal princess, in the history of India. How many of you have studied history of India, outside the school on your own? Read something. Outside the school or everyone, every human being, who is in sciences and business or to read history of human .

History is not a dead archile, it is a living lesson, in what people did, such that they progressed and what mistakes they made, such that they failed. You must read it. So, you will find that, in many times in the past, the kings insisted, that even they are minister, should keep their hands behind, and then you know, then like is in the Mukhal court, this was the way. Why, so that you do not bring a in into the stomach of Jahangir or Shajahan or Akbar or anyone, but in our times, we do not have any, you know, any rules like either be comfortable, keep your hands next to you, if you are the kindful likes to keep it in your pocket, you may there is note, nothing wrong about it, but when you move your hands, they should move in a meaningful manner.

There are only three things you can do; regarding, controlling, pollution. Either decide to continue using chloroflouro carbon, and tare the ozone level. So, move I hand, tare the ozone level; there are only three things; number one, number two, number three. You can move your hands in a meaningful manner. If it is very heavy, you can make just . You know human beings, where give in hands, eyes, a body language, so that, their formal language can be reinforced. Thus it re inforced, Do you see the point, but do not have to move your hands in a mindless manner, doing this or that. Are you know, some people keep a scratching there. I know, you have , if you do not wash for 40 weeks, which is where you are in the hostel, if you wash only, when you go home, that again because your mother does not allow you to come home.

Otherwise, you will have , but this is not the best place to a scratch it, go to the toilet and scratch it and come back. I have five many ladies doing this. I do not know why? Maybe, there are, some pressers, animals there, some such things, or some people you know, worse a still, the put they tart finger inside their nose and keep begin the minds, the pressers, minerals, that are there inside for all these things. The camera is not the best place, the class room is not the best place, the best place is toilet. Go and do it. Put your hand in any part of your body you like, but in the public, our hands should move in a meaningful manner. These things can be learnt.

This is, what a mean by performance. In the old theatres, have you had a when play begin in India. Alexander brought a play to India, and it became a very popular mode of entertainment, and theatre has a great role in India's freedom movement, a play could be staged in tamil, the British would not know and the tamil play would tell the people, we are slaves, we should be free.

So, in theatre, you had to move hands in a particular manner, idhar piar hey, udher , may piarkar theko, yakar thabiako theko, you know. My mother says, marry this girl, that girl says marry me, who should I marry, oh god. This is theatre. Some , some drama, but even in the real life, even when you make a presentation, your hands can be move in a meaningful manner.

You will have to say, we a got to decide today, if you want to save our environment, and if the answer is yes, then we must stop using motorbikes, what else. What are the things, you are add to the list. My favorite is Air Conditioner. I am very, I am a great critical of Air Conditioner, because they release lot of CFC.

What is CFC?

Chlorofluoro carbon.

Yeah which the ozone level. So, you know, your hands can be moved in a meaningful manner, is not for nothing but not randomly.

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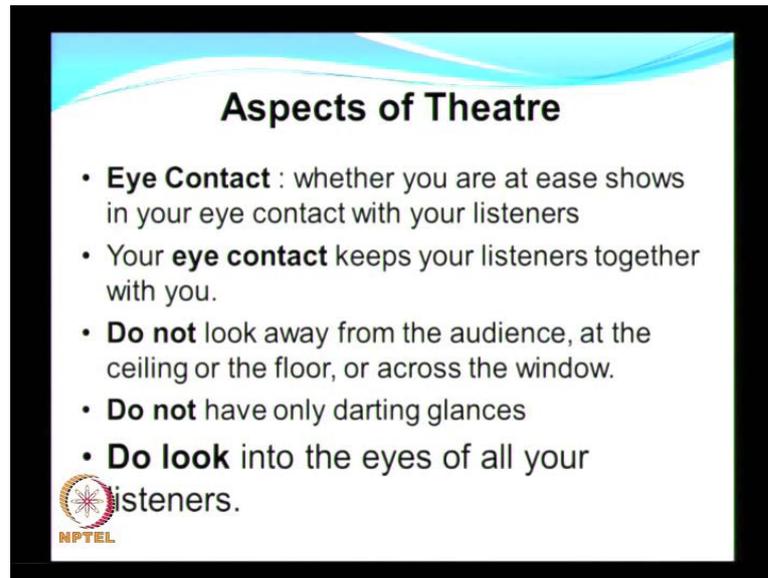
Your hands can be move in a meaningful manner, not randomly to make a point. That is, what a mean by body language?

Is that alright?

Yes sir.

Do you understand. You know, you can imagine and we can watch next time you watch a speaker in the central lecture theatre or on television or in real life, outside central lecture theatre. Ask yourself, these questions. Is the body language of this a speaker alright?

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**Aspects of Theatre**

- **Eye Contact** : whether you are at ease shows in your eye contact with your listeners
- Your **eye contact** keeps your listeners together with you.
- **Do not** look away from the audience, at the ceiling or the floor, or across the window.
- **Do not** have only darting glances
- **Do look** into the eyes of all your listeners.

 NPTEL

Eye contact, I already told you yesterday about, you know. There in no way, you control your audience, you are with them, except through eye contact.

When I talk to you, I cannot be holding your hand, one or two people yes. Your brothers hand you can hold, your mother's hand you can hold, one or two people intimate company, intimate friends, you can hold hands, but can you hold the hands of 50 people together. Is it possible?

Say, yes or no please.

No.

Is not.

1000 people?

No.

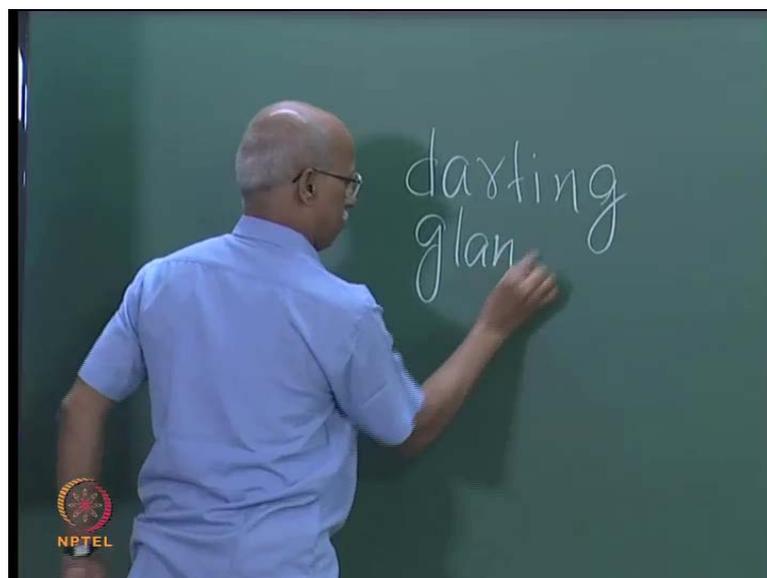
10000 people? Imagine Martin Luther King, addressing a crowd of listeners at Jackson memorial in Washington. Could you have held the hands of everyone? How do you hold them? You look into their eyes, eye ball to eye ball as they say, at then they are which you, even in real life, imagine talking to your friend. Your friend comes, and you do not be attention, you keep playing the game, you play on the mobile phone. You may not have the same rapport. Please write, the word is rapport. Many people for know as it

rapport, it is not rapport, rapport. You know, you may not have the same contact, same vibration, with your listener, as you have when you have eye contact.

I told you yesterday, many people while is speaking, they look at the floor and keep talking. As if they will looking for the cobweb, that their elder brother told them, was there in HSP334, when he was a student, not like that. Many people keep looking at the floor admiring their own toes or shoes or looking for the coin on the floor, they may have drop ten years ago, or some people look sideways, you know. Embarrassing, my poor friend they hand the camera or many people particularly in this school, keep looking only at me and I can tell you how terribly embarrassing. I cannot even a scratch my head right.

You are suppose to be looking at all your listeners, how can you do that? Many ways a very bad way is to have darting glances. I wanted to tell you, yesterday that, you know, this class will be held here this morning, please come in time, this is what we call?

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Please write, darting glances. Darting glances are better than a fixed glance, better than a fix glance, but not could enough. A good enough eye contact is a few seconds with everyone, may be 10 or 15 seconds with you, then move to the next group, talk to them, then move to the next group, talk to them. If you are talking on the straight, and if you are people behind you, also turned around and talk to them, but usually in a presentation, you are in a hall ordinal auditorium, ordinal class room, ordinal theatre, you may have

only people in a creasant manner before you, talk to all the three or four groups with reasonable duration of eye contact with them.

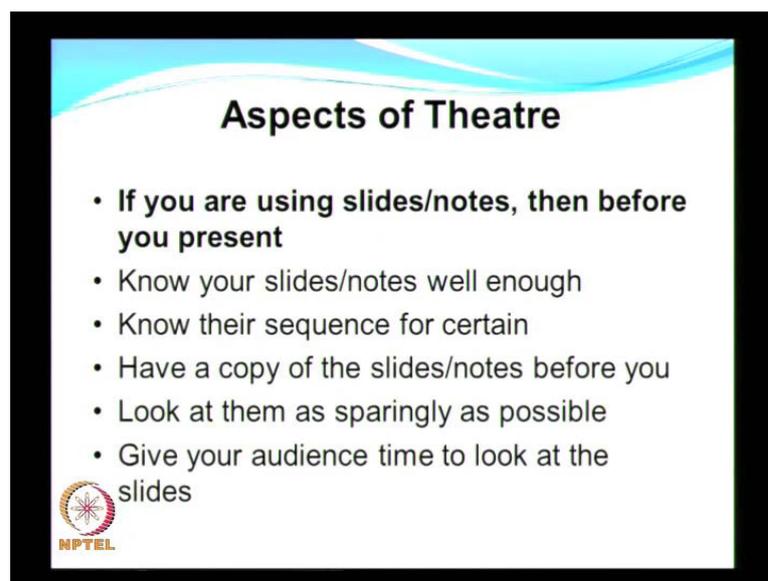
You will find two things happen. I said two things; Number one, your own tension goes away. You find friends, you find friendly faces, you feel comfortable. Secondly, they are also with you for a longer duration. Is that ok.

Do you understand?

Yes.

So, have good eye contact, do not look away from the audience, do look into the eyes of your listeners.

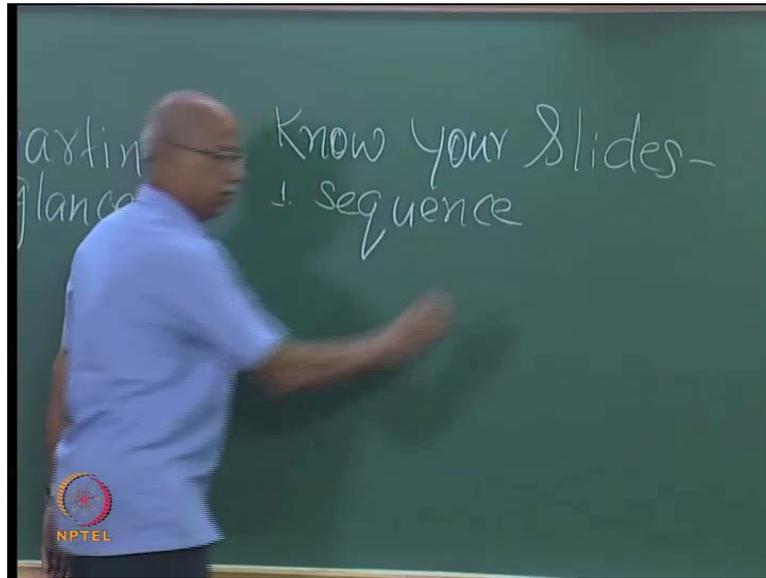
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If you are using slides and notes, I will tell you more about them later, but let me tell you two lines. You must know your slides and your notes well enough. What do you mean, when you say? You must know your slides, you will you are saying at least two things.

Please write, number one, what comes first, what comes next.

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Your slides, what is that mean? Number one sequence what comes after what, x comes before y, y comes before z, b comes after a, c comes after b, but c comes before d. So that, you do not have to look behind and say, now I am going to talk about b. You know, what is next? Must know the sequence, if you are using slides or notes or other presentation eight, you must know the sequence, in which you are going to use them. Some of the best professional presenters you will be amazed, remember of to 40, 50 slides, well enough. Human beings are capable of wonders; they can fly like birds and swim like fish, provided they decide to do.

The second thing, I mean when I say, know your slides well, is the following. Contents, you must also know that slide, a has deads; slide b, for example, has tables; slide c, again for example, has graphs; slide d, again for example, has x or y or z. You must know the sequence and you must also know the contents of each slide. So that, you do not have to look behind, the slides are not for you, the slides are for your.

Please tell me complete the sentence.

Audience.

For your audience, for your listeners for your viewers, all you have to do is to say next or press the key here, get the next slide and tell them. Now this slides, presents the dates of all the unfortunate wars that happened in India among Indian kings.

Next slide tells you go to the next slide, in the next slide tells you, the reasons behind these wars and we find that mostly these were petty egos, conflict of unsatisfied valities. You do not have to turn behind, what happens is lot of people turn behind and a start reading this slide, aspects of theatre, if you are using slides notes, then before you present, that kind of thing is alright for me. My eyes are no longer good, I am sitting in your audience, if you read it aloud to me, I feel grateful.

In other words, it is alright, it is a good method for those members of your audience, who are visually challenged, but for others, this is not the good way, just stop, pause. If you go to the slide, let them look at it and then make your points. I will tell you more about it, how to use slides later.

Are you with me?

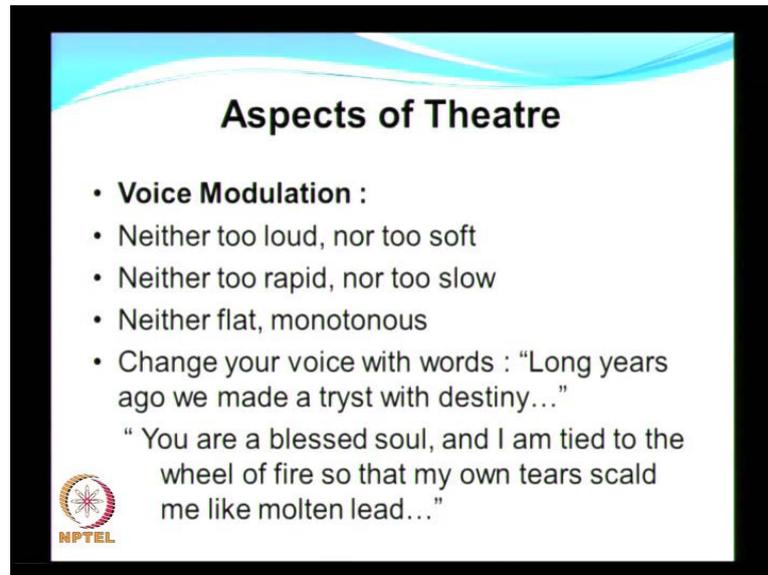
Yes sir.

Do you understand?

Yes sir.

No problem. All I am try to tell you is, little imagination. Please write imagination. A little imagination and a little intelligence, you know, anticipating. What is imagining? Imagining is how it will happen? What is intelligence? Anticipating, how it is going to happen? A little imagination and a little intelligence can help you prepare extremely adequately, quite adequately, for your presentation. You have abandoned common sense use them and you will have no time, you know to the grate.

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**Aspects of Theatre**

- **Voice Modulation :**
- Neither too loud, nor too soft
- Neither too rapid, nor too slow
- Neither flat, monotonous
- Change your voice with words : “Long years ago we made a tryst with destiny...”

“ You are a blessed soul, and I am tied to the wheel of fire so that my own tears scald me like molten lead...”



Voice modulation. Voice modulation is the big thing in formal public presentations. After all, I am able to reach my friends, and the last bench, only through my voice, I hope.

Am I able to reach you? Last benches.

Yes sir.

Am I able to reach you?

Yes sir.

Am I able to reach you?

Yes sir.

But if speak in the . Am I able to reach you now? Am I able to reach you? Am I able to reach you? . Am I able to reach you now? Am I able to reach you now? No, I cannot. Can I reach you in that manner, in that way. The way, am I speaking now?.

Did you hear me?

No sir.

No.

A voice, you know is like, if I want to give you this bottle my hands must stretch, up to you. So, if I want to speak to you, my voice must reach you. There is an opposite, something happens, I will give you a demonstration. If I want to give the bottle to Arun, it should reaching, hold it. Now, give it back to me please, but if I want to give the bottle to Arun and I extend the hand there.

Can Arun get it? Say yes or no.

No sir.

He can still get it, you will have to turn behind, hold by wrist, snatch it from me that can be done. So, the other extreme is some people talk too loud, please write, either too soft. Last week I was in electricity there, I hope and that you guys will do something for me, because I am lazy, I do not know, within myself.

The other thing can be too loud. Last week, I was in my village, there is no electricity even today. I hope, someday you will do something for us. We cannot do anything, because I am lazy.

Is that correct? Is that good?

No.

Just as your dress, just as your hands, you know, is like in salt in sambar. You have to decide, what is the appropriate quantity?

Do you understand me? Are you with me?

Yes sir.

These things cannot be taught, these things are native, they come with you. God has given you plenty of common sense, he may not have given you, everyone a fair skin or everyone a flock of hair or whatever, but god has never created any , whom he did not give enough common sense. All we have to do is to you have to use them, so your voice must reach all and only. Please write.

All and only those that it is meant to, meant for, if I mean to talk to my friend on the last bench, I should his speak a loud enough, but not too loud. If I mean to his speak only to

my friends on the front bench, I should his speak only to those, it is absolute common sense, you know, you do not lead a class. So, you do not be too rapid, do not be too slow, a good his speed is, and you can cultivated about 6 words per second or 300 words per minute.

Simply, similarly, do not be , do not always have the same. I live in ganga hostel, room number 356. I come from district from this particular town. My father told me, that IIT was a great place. And therefore, I tried for JE and my went to Tirupathi and I got into JE. Do not say that. Is a my father believed, that IIT was a good college. Today I know, how wrong he was? You know, bring modulation of voice. Do you understand me? Your voice, this is what I mean modulation? Do not let it be a flat tone, all along.

Is that ok?

Yes sir.

Are we together?

Yes sir.

Do you understand?

Yes sir.

Lovely, you are great people. A point I am made in ones into word, is that. Public speaking is like a performance. It is a performance, it is like a theatre when you go to theatre to act in a play. Suppose, a boy acts like a girl, then he will have to wear girls dress, put that kind of makeup, wears wig which make in look like a girl, put on a voice that makes. Similarly, when you come to make a presentation here on the dies, you are performing, and at, that is not your normal, natural, all the twenty four into seven kind of work, but for those two minutes or two and half minutes or five minutes or in a international conference for 30 or 40 minutes, you are performing. You must be appropriately, but comfortably dressed. I am not telling you, you should have cross belt like in NCC or on, be comfortable, if you are comfortable only in Jeans and Tshirt, no problem wear only Jeans and T shirt, but cannot it be a little neat, cannot it to be a little clean, cannot it be washed, why it must be the same Jeans your born in, never washed, a

stinging, dirty, looks like your hair in comb never met, it must not will that way. So, that is what my meant by grooming.

Similarly, body language a stand like a confident person, but a polite person not like a threatening person, ; what do you think of yourself? Not like that, do not be keep that you know doing the, one or two people, the video you will find, you know doing, different kinds of gestures. Though you may not intend them, give different impressions to your listeners, because you do not control your listeners mind. Your listeners mind is independent of you.

Therefore, you should follow some standard norms in the society and a standard norm in the society is, that a confident, but a polite person, a stands direct, when he is in the chair does not matter sit in the chair, the way a confident, but a polite person should sit in with a smile, your hands must move in a meaningful manner. That is, what you meant by body language, by eye contact you mean? You must always have all your listeners, before you. You must look into them, you must talk to them, you must talk to each of them. It is possible that you are from Mandhangini hostel and you best friends are there. So, do not only looking at them or your best friends are from Saravathi hostel. You need not always and only be looking at them, look at all of them, and look at for a comfortable length of time, may be longer than 10 or 20 seconds, then move to another.

That is, what do meant by eye contact, more than anything else. Meaning somebody said is, only in a limited manner, a property of words. Meaning is also consider by voice. If somebody wants asks you, can I come to see you this afternoon and if you say. Come. Any self respecting person would not visit you. I am my right, but if you mean enthusiastically. What did I say? Then you will have to say, if you are ask, can I see you this afternoon please? You will of course.

What would you say?

Of course.

Of course. By all means, please come, please come in, come on in, you know. The resonance in your voice, the modulation of your voice, will tell your listeners, whether you want that listeners to come, or not to come, to make an enthusiastic presentation.

That does not mean you should shout, that does to mean you should , that does not mean you should be a singer, that also means, you mean business.

Thank you. Have a good day.

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