

**Course Name- Complete guide for campus interviews: Step by step preparation for Internships and Full-time jobs**

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**Week-03**

**Lecture-05**

**Body language**

Hello everyone. This is going to be a fun session. We are going to talk about body language and we'll talk about how people perceive others and how they can also use that to perceive themselves when it comes to the way they use their hands, body, face, when it comes to discussions, interviews and so on. And we'll also give some tips about the, some body language tips when it comes to interviews. So again, we're going to cover facial expressions. We are going to cover hand-based expressions, a mix of facial and hand-based expressions.

We'll talk about how you can put all of it together and have a very positive interview stance and impress recruiters. First thing right so all of us are unconsciously making decisions about other people all the time without us knowing it right right from childhood when a baby sees a mother for the first time is trying to read signals from the face of that person happy unhappy sad uh expectant about other activities there's just a lot of emotions which always on our faces we don't realize it we do this subconsciously and I'm going to show a bunch of pictures in terms of Asking you to maybe pause, reflect on what the images mean, and then ask yourself that learning you had, can I maybe apply it to myself in terms of how I come across to people when I have interactions with them, right? So maybe the way I perceive others is how others are going to perceive me. So ask yourself, do I show some qualities which are out there in these pictures? And how do I manage my image? Okay, so we have two pictures out here. Try to guess which one looks more arrogant, which one looks more critical.

You have no idea about this person. You have no idea what the context is. You're just given two pictures. But surprisingly, you will see that you can actually make a lot of judgments about people just by looking at their face. Our mind is making a lot of calculations.

In this case, it's pretty easy. The answer is simple. The person on the left is clearly the arrogant person. So what would make you go in that direction? You can see the head is kind of moved upwards. The eyes are looking downwards.

So when somebody is looking top down, maybe they have a supercilious attitude. That's really something you're going to look for. The lips are sealed looks like they don't want to talk about anything so again just looking at that you'll feel like oh there's something like this guy's thinking too much about themselves right so there's again it may be right may not be right but you're subconsciously making up these ideas as you look at this picture let's look at the other picture somebody is their mouth and lips pursed concentrated at the center they're kind of staring at something so that makes it look as if like they're being critical of something and that entire body language right it's kind of turned to one end it's almost like going on the offense so you read a lot of body language just by looking at these two pictures and this is a good sign that the face can often reveal a lot of information about the person which typically you're not aware of Let's look at one more category of information you draw from looking at pictures. So by looking at these pictures, try to understand the level of sincerity. Which picture would you rate as more sincere? Pause, look at these two pictures, and try to think about it.

Which one looks more sincere to you? And when you have a smile, that really reveals that they have nothing to hide. So a person who doesn't hide something looks way more sincere. So again, looking at this, you can clearly see that smiles reveal a lot about sincerity. A person who does not smile automatically reveals a very different image. And the way they stare can also reveal a certain image.

The way they move their head, the way they move and slant their heads can also show a certain image about themselves. So some can, even though both may represent the same ideas, some can be perceived as being more sincere than the other person just by looking at them and trying to read from their body language. Okay, let's maybe look a couple of hand movements and try to guess what this means. So there's something called open palm movement, right? So an open palm is pretty much like you're showing your hand to the person in front of you. So for example, if I'm being interviewed and if you are the interviewer, I'm gonna show my hands this way.

So open palm means that there's nothing inside my hand. You don't need to worry. Remember, there's an idea of when you meet someone for the first time, you do a handshake. So what is really a handshake is nothing but you're touching your hands in such a way that informing the other person that there's nothing inside your hands. You're not having a weapon with you, right? That's a subconscious meaning of what a handshake is.

Likewise, when you show an open palm, it puts the person at the other end at ease. They're going to feel a lot more comfortable because the person is carrying nothing with them. This is a little bit of a throwback to our Stone Age ancestors. So someone comes with their hands tight and close to them. It means that they're keeping something to themselves, right? And you are probably very uncomfortable talking to these people.

But a person who has an open palm makes it easier for others to approach them and have a conversation. So an open palm means honesty. It means trustworthiness. So now you look at this raised palm. It's not just an open palm, but also raised.

So why do you raise your hands? When you raise your hands, it's because you want to draw people in. You're asking people to join you. So it's the preachers, the talkers, the people who want to talk to a large audience. They move with raised hands. So the more comfortable you are, the more gregarious you are, the more extrovert you are, your hands are going to move a lot more.

So if you want to get people involved into something, if you're talking to a larger audience, a raised palm helps you best. That means the person feels very comfortable. They're probably more of an extrovert. And these are, again, signs you can read from just seeing raised palms. It's a simple thing as a raised palm.

It's a downward palm, right? So this image out here. Why do you use a downward palm, right? Because you're trying to control the situation. That's a subconscious reading of a downward palm. So when you're looking at these downward palms, you're basically trying to bring the situation under control. You're trying to exert your dominance on the scenario.

So subconsciously when you're talking, if you're using the hands in this manner, it's like you're trying to control the situation, right? You are trying to control the interviewer, and that may not

be perceived well by the person talking to you. Be very thoughtful about how you come across. So it's like you don't want to use these hand movements a lot when you're talking to someone. try to move it upwards, try to show your hands instead of having a downed palm, try to have an upward turned palm and try to expose your palms to the person you're talking to because that will make you look more sincere, it will make you look more of an extrovert, make you look more comfortable and all these factors can subconsciously guide the interviewer and recruiter when it comes to making hiring decisions. So this is something called a precision grip, where your thumbnail and your fingers are kind of locked in this form, and then your other fingers are all joined together.

So it's like when you're showing this format, you're talking about precision. You're talking about exactness. So a person who wants to be very, very clear in what they say, if they're dealing with a very complicated matter, if they're trying to bring a resolution to that issue, they may tend to use fingers in this manner. So if you're going to use this, it is talking about precision, it's talking about control.

It's a good sign. It's a very good sign you may want to use during interviews. But again, it's very important how you use it, right? Are you hiding it or using it openly? All these things also matter. So this is called a precision grip. Remember what this grip is. There's another grip called a power grip, where you kind of fold your hands in this manner.

So it's like your fingers are clamped inwards, then your thumb is also side by side. So it's like this. This is called a power grip. So power grip can look very threatening to someone in front of you. So if you're talking to an interviewer and using this power grip, it's almost you're going to hit them, right? So that's the subconscious message you're trying to portray that will not be perceived well.

If the person is sitting right in front of you and you're trying to act this way, it's not good for you. So it's like, be aware of how you can come across. So especially if both your hands are clenched, it makes you look even more dangerous than you normally are. So you may come across as being super aggressive even when you don't mean to be. So again, just be aware of this body language.

So power grip can mean something, right? But may not be a right position to use in an interview process. It is different, for example, if you're dealing with, say, a union-type scenario where you are a manager trying to get control over a scenario. A union labor issue has cropped up, and you're trying to solve the problem. Maybe these gestures can help you create an impact with the audience, but it depends on that audience, right? When you're interviewing and hiring, This is not probably the right strategy to use. So use it in a calculated manner in the right scenario, not during the hiring process.

So there's one other famous group, which is the chopping group. It's like this. You keep your hands downwards like this. Then you talk about it like this.

This is a good thing you can use. Basically, when you're orienting it towards the interviewer and talking about issues you solved in the past, it can make it look very good, right? It looks like this precision grip out here, having it in this manner, you can also move it this way, this chopping grip can make you a powerful communicator. So just be aware that this is also a good thing to use. But again, if you're early in your career, I would say that instead of demonstrating control and dominance, I think it's more.

.. important for you to look approachable, right? Look sincere. So just having an open palm gesture, moving your hands a little, having the continuous movement can make you look more approachable and also more relatable. So this is called a steeple. And if you move it downwards, it's called a lowered steeple.

So this is a lowered steeple. So if you use this attitude, it typically means that you're listening to someone. It's not often used in interviews. But if you're using this approach, it basically means that you are listening to the person in front of you. Take them very seriously.

So people use this in offices. If they're very serious in terms of listening to somebody superior, they use this gesture a lot. It means that you're also very much in control. You're not fidgeting with your hands. You're not touching your face, body and so on. But you're using it in the right way, just listening.

So this is very powerful. If, for example, an interviewer is asking you questions, you can have this posture. So that's a lowered steeple. Again, you may not have heard these words before, but again, I think for information that a lowered steeple can make you look like someone who's ready to receive a lot of information. This can present a very positive impression during the interviews. Let's do a combination of hands and face right now.

I want you to look at these pictures, not just in terms of hands, but also in terms of how the face is located. What gestures do you read on the face? And let's maybe read a little into it. So this way, when somebody's touching the heart, it really does mean that you're talking from your heart. So it's a very genuine gesture. That's what the hand means when you keep your hand here and then talk.

It's a heartfelt gesture. It's just symbolic of that word, right? Heartfelt gesture. You're touching your heart with your hands. It's also important what you're doing with your face, right? Like if you have a smile, you can come across as being very communicative, very approachable, very extrovertish, right? So it makes you look very genuine. Your hands and your facial gestures both have to match to amplify the impression you create in front of your audience. If you're doing an interview and you're adopting this posture, right, you clamp your hands and you're, for example, you're facing a software engineering interview.

You clamp your hands this way, right, tightly, very tightly. Everybody can sense the tension in your hands, right, and then you maybe have a scowling face. That's a very negative approach. If you ever do this in interviews, you have to stop doing it.

So do not clench your hands. You want to open up your hands. You want to show an open palm to the audience in front of you. That makes them more relaxed. The moment you begin to clench, people get very uncomfortable.

They're like, something's wrong. Something is uncomfortable in this scenario. That's the way they look at it. In addition, your face, for example, if you have a scowling face, Again, you may come across as not being comfortable in an interview process. If you don't come across as being comfortable, that means that you probably have a set of negative characteristics assigned to you by the evaluator.

So you just want to avoid those gestures. It's pretty dangerous to point fingers this way. So look at this picture. This is like a classic example. If you want to point fingers this way, highly threatening in nature. People are not comfortable with this sort of gesture, especially when there's a scowl on your face and you are like pointing fingers this way, like nope, you don't do that in interviews, right? You are not going to use these sort of gestures because maybe could be used by someone who's super senior in the organization talking to a very low or junior person.

But even there, it's not okay to use these sort of gestures. So the modern workplace, these sort of gestures are just not okay. So just be thoughtful if you're ever going to point fingers this way. Probably not a great gesture to use in interviews.

But let's take a step back. When I say take a step back, I'm moving my hand this way. So this makes you look more comfortable. You're moving your hands.

It's free, open. And you're not hiding anything. Everything with you is open to the other person. You have a smile on your face. The more you smile, the more your hands are open. Everybody is going to feel comfortable.

You are going to feel comfortable. The interviewer sitting in front of you is also going to feel comfortable. So this is a good attitude to have during interviews. It's called a straddling pose. Straddling pose is where, this is called akimbo, it's A-K-I-M-B-O, where you keep your hands to your side and you're standing, looking down.

So it's a little bit of like top-down. In the first slide we had, we talked about the top-down approach, a super serious, arrogant approach, plus your hands on your, by your sides in this manner. Akimbo, not a great stance to have when you're talking to people from within your company, especially your managers, your seniors and so on, is that.

.. It doesn't put you in a good spotlight. It just makes you look very arrogant. Somebody who's standoffish and who's trying to exert dominance over others. You want to be known as someone who's relatable, approachable, who is comfortable meeting people and talking to them. You don't want to stand out too much as a person who's uncommunicative. So again, if you're, for example, before the interview process, you're meeting an interviewer, having a quick chit-chat and moving around with them, try not to have these super powerful dominant poses because that could hurt your overall evaluations.

It's a defensive gesture. I mean, it's not completely bad, but I'm just saying that this can be perceived in certain manners. For example, if you're looking down, your eye is not towards the recruiter. You're looking down. That's not a good thing, right? Ideally during the interview process, your eye of the recruiter and your eye should always be meeting each other, right? That's honesty, that's openness.

The more you look elsewhere, you are going to look confused. If you look down, it means that you're not sure what you're saying and you're frightened of being caught. Maybe you're lying. That's why you're looking down, right? People read all sort of meaning into these gestures.

So avoid looking down. That's like a number one tip. And the second thing is I mean, this is a very defensive posture. You're just trying to cover yourself. It's called a fig leaf posture where you cover your body, especially the bottom part of your body. So be aware that it can be looked

at as a very defensive posture where you're trying to maybe hide something. So again, this can make you feel comfortable, but the person watching you is like, there's something wrong in this scenario.

Maybe this person is not as comfortable as they should be, right? It could be a bit of a negative impression. These are again more defensive gestures. So these gestures like where you fold your arms, right? This is the classic defensive gesture, right? Like it's totally not okay in interview to either cross your arms or cross your legs.

Do not cross. It makes you look very, very uncomfortable. It makes you look very defensive. Don't do this. Keep it open, right? Keep your hands open. Keep an open palm, right? This is what you should be doing. If you've like, instead of opening and showing it, like if you show your teeth, it's not a bad thing, right? People, it makes you look way more comfortable and people are also relaxed.

But then if you just clutch your lips, seal it, it looks like you're hiding something, right? Like that's the idea that don't purse your lips. And if you're trying to cover, when you talk, if you're going to cover your mouth with your face and with your fingers, it just means that you're not sure what you're saying. You may be very uncomfortable. Maybe you're saying things you do not know. So it makes you look, again, unsure, discomfited, and does not paint a good impression.

Like with crossing your legs, like the worst case scenarios, you cross your legs and cross your arms. That's bad, right? You shouldn't be doing that in the interview process at all. So just be aware that this is how interviewers perceive you.

The person is like has the hand here. They're like lost, closing the eyes. It means that they don't want to be in the present, right? They want to disappear from this present and go to a different location. They don't want to be there. They're extremely uncomfortable. So that's the image. If somebody gives you an assignment and you're like clutching your head and looking down and trying to solve the problem, that's not the way you do it, right? That does not paint a very positive impression.

You've got to be looking at the interviewers on their eyes if possible. Just make sure that you come across very comfortably and doing your work in such a way that you don't bend your eyes too much and don't hide in the papers, right? Because you want to look comfortable in front of a recruiter. this idea right when you move your hands and if you're bored like the two things which come across in this picture one is that the body is not towards the person right it's trying to move away from the person which means the person wants to move on they are done with that specific person they're talking to moving hand this means that you're pushing the person out you're done with the person so don't like if you're really talking to someone face them look at them on their eye do not look away And the more you look away, it makes you look bad. That's the facial part of it. The hands showing if you push in this direction means you're pushing them out.

So again, be careful about not pushing the interviewer out of the picture. You want to include them as part of the conversation. So you need to be pulling them in rather than pushing them out all the time. Okay, so how do we put all of this together? We'll talk about maybe some interview stanzas, right? A couple of slides to close this conversation. So some tips when you

go for an interview, right? We talked about lots of ways you can be perceived. So you learned a lot, but let's just maybe rehearse some very important tips, right? You want to warm up a little.

Before you go for an interview, you want to relax your body as much as possible. So there's some deep breathing, which Indians call pranayama. This is something which the US folks use a lot. Even the CIA, for example, uses this deep breathing, right? Take a deep breath, hold it inside for like 4 seconds, then exhale for 4 seconds, then again inhale for 4 seconds, so it's like, it's called a 4-4-4 technique. So do that, that's like Pranayama, right, where you're relaxing yourself.

Relax yourself, be feeling very comfortable in front of the interview process. Try to be as confident as possible, look at the eyes when you talk, we talked a little bit about it, and then relax. When you're sitting, don't lean too much forward. It's not good. Too much backward, that's also not good.

You want to be in a place where you're almost at 90 degrees. And just move a little bit, like a couple of degrees forward. That may make you look a lot more professional, a lot more interested in the conversation.

So that's how people perceive you. Move your hands freely. Don't lock your fingers. If you lock it, that means that you're feeling uncomfortable. So move it freely. And I would say one good tip is when you leave the room, after the interview process, try not to show your back to the interviewer and leave the room.

Just face the person and leave the room. I think it leaves a very positive impression. A couple of things which, where I've seen a lot of mistakes being made is that, again, people are like clutching their table, they're clutching their hands, legs, so it's like catching it this way, they're catching their fingers, they're catching it this way, hands, wrists, legs. The armchair, don't clutch, right? That makes you look very uncomfortable. So try to have a fluid motion without clutching anything.

Again, don't fiddle with your hair. Like you're always trying to comb your hair. That's not a good idea. Not straighten your hair all the time.

Not touching your face all the time. Try to stay away from these zones. Try not to touch the body. Don't go on straightening your clothes. Nobody cares in the interview process. the more you avoid touching yourself and the more you focus on the world outside yes you can have a very positive impression during the interview process okay so pretty much we come to the end of this session and you should have learned a lot of tips about body language and this is going to serve you not just for the present but also anytime in the future in meetings interviews and in the workplace cheers everyone