

<i>900 exercises for vocational communication</i>	<b>Notes for teachers</b>	<b>A / 32</b>
<i>General aim</i>	<b>A: ORAL TECHNIQUE</b>	
<i>Level of difficulty</i>	<b>2</b>	
<i>Intermediate aim</i>	<b>3: ADOPT A MODE OF BEHAVIOUR APPROPRIATE TO THE SITUATION</b>	
<i>Operational aims</i>	<b>2: Body language</b>  - 10: sitting postures - 20: gestures - 30: facial expressions	
<i>Pre-requirements</i>	<b>None</b>	
<i>Number of exercises</i>		
<i>Comments</i>		

**CONTROLLING SITTING POSTURE**

The teacher will start a brainstorming session with the learners on a subject for debate. This subject will be close to their experience or everyday lives. Everyone must be involved in the subject, which could be passionate, or even contentious.

Eight volunteers will then participate in a debate. They will take a few minutes to elaborate their opinions and arguments.

Meanwhile, the teacher will take the other participants into another room. They will be the observers.

Some of these observers will look at the arm movements of the debaters and some will concentrate on the leg and foot movements.

These observations will take into account the context (of what is said and done during the debate.)

The debaters will sit on chairs placed in a semi-circle, with no table, and no accessory of any sort (pencils, pens or paper) in their hands.

When the debate is over, each participant will give his/her impressions. Then the observers will report their observations.

**Look at the suggested answers for A / 32 – 1.1**

The following suggestions are only relevant in a precise context, and should not be used systematically.

### CROSSED OR OPEN POSTURE

What do you think of when you see a cross?

A cross shows refusal, censure, denial.

So crossing legs or arms can show an attitude of refusal to open up, of self-censure, of refusal to approach, or of self-protection.

If legs are also crossed at the ankles, it can indicate a total block. In some contexts it can even signal of a real struggle against one's own weaknesses.

Similarly, arms crossed at the chest, with the hands on the shoulders, can show a defensive attitude, like a shield.

### POSITION OF THE FEET IN RELATION TO THE CHAIR LEGS

If the feet are placed far away from the chair legs, this can indicate, to different degrees, a lack of ease.

If the feet are so far away as to make the person almost horizontal on his/her chair, it can be interpreted as being uninhibited, too much at ease.

On the other hand, if only the tips of the toes touch the floor, next to the chair legs, this can indicate a lack of self-confidence, an unwillingness to impose.

Similarly, if the feet are hooked round the chair legs, it indicates hesitation or the need for self-assurance, or for self-control.

### POSITION OF THE BODY IN RELATION TO THE CHAIR BACK

If the body is far from the chair back (i.e. leaning forward), it can indicate different degrees of participation in the discussion, or how well he/she is listening and how interested he/she is in what is being said.

On the other hand, if the body is away from the group, pressed against the chair back, it can indicate a lack of interest in the conversation.

Of course, this behaviour has to be taken in the context of what is being said or what happens. There are no hard and fast rules for interpretation.

## **GESTURES**

The teacher forms two groups, A and B.

He gives each group the series of photos shown on the following pages.

Each group, working in different rooms, looks for sentences inspired by the photos: either describing them or illustrating them.

When this is done, the two groups are brought back together and sit opposite each other.

Each participant in turn from group A will read a sentence to a participant from group B, who must find the gesture or expression that illustrates or supports the sentence.

Then a member of group B will do the same for a member of group A.

When all the sentences have been interpreted, each participant can comment on the work.

There will then be a discussion about any of the following.

- The importance of body language in communication:

- the words count for 7 %
- the intonation for 30 %
- gestures and body language for 55 %

in the understanding of a verbal message. We are first of all seen, then heard and hopefully understood.

- The meaning attributed to gestures, postures and mimics is specific to the culture of a group.
- The verbal message does not always correspond to the non-verbal message (for example when we say “yes” while shaking our head). In this case the message will be ambiguous. This ambiguity is in the difference between the content of a verbal message and the body language of the speaker.

For all of these reasons, we can say that body expressions are a form of language.



Photo 1

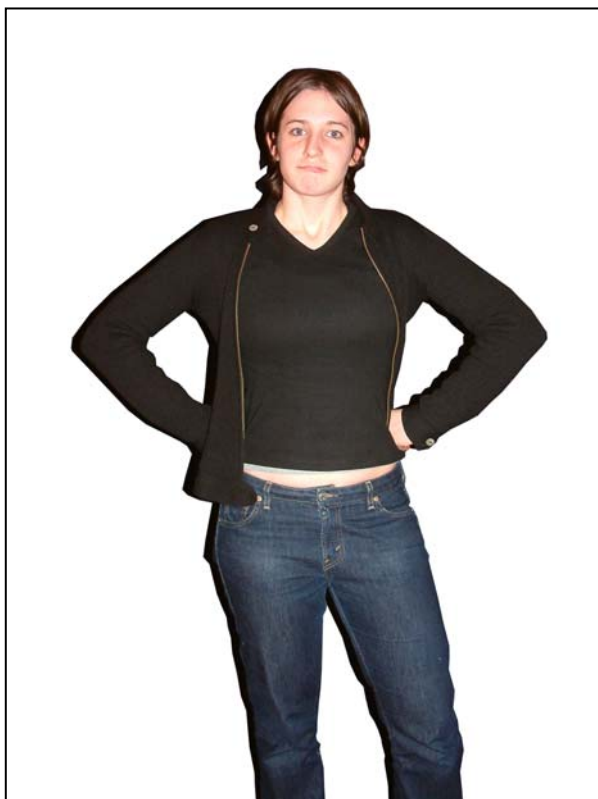


Photo 2

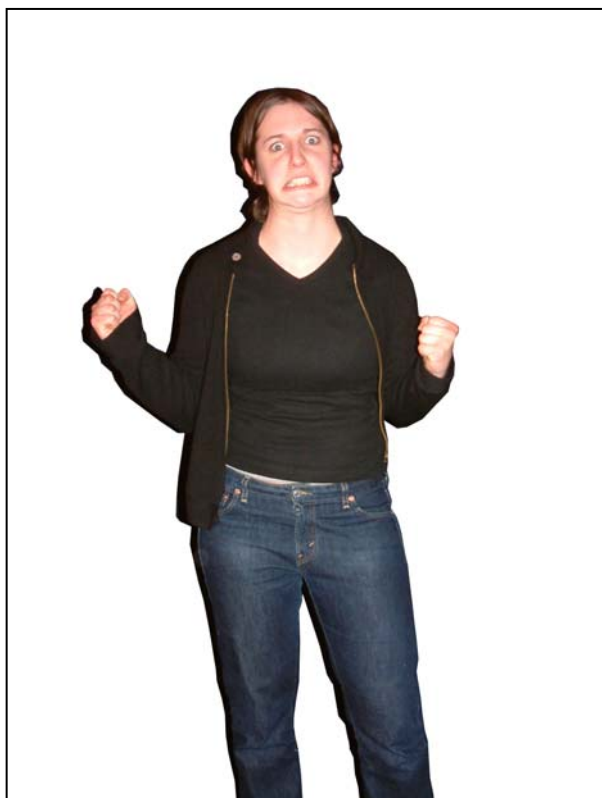


Photo 3



Photo 4



Photo 5

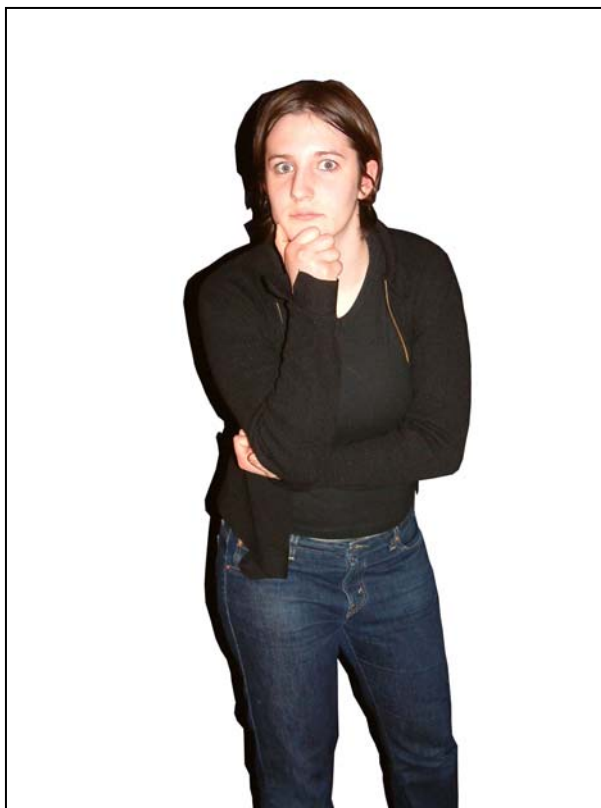


Photo 6

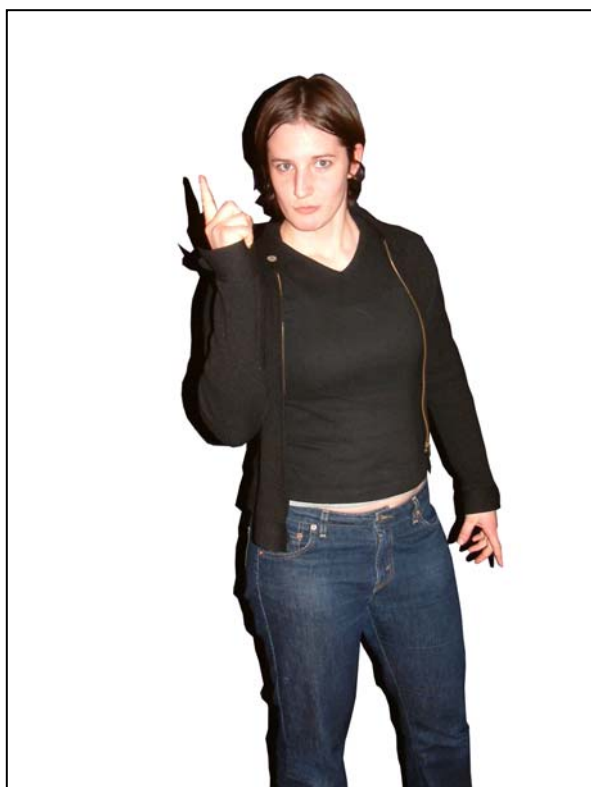


Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



**BASIC HAND GESTURES**

Hand gestures emphasise what we say. Match each gesture to the sentence that it seems to back up the best.



1



2



3



4

- A. "Stop! I'm not letting you go any further!"
- B. "You! Yes, you! Get out immediately!"
- C. "I really want your attention on this particular point."
- D. "You must understand... I can't do anything about it"
- E. "Oh no! You're not getting away with this!"



5

**GO TO THE NEXT PAGE**



Here are the explanations of the gestures on the previous page. Reread the sentences proposed and check whether your answers are right.

1



A peaceful, open gesture, turning towards the other. It emphasises the desire for the other's approval, appeasement in a conflict, understanding.

2



The outstretched finger expresses aggressiveness, the desire to dominate or to attack.

3



Pinching the thumb and forefinger is a gesture we make when we want to be very precise in what we say, when we want to attract the other person's attention to something. It helps to demonstrate; it can also indicate a desire to convince.

4



The fist represents great strength concentrated in the gesture. It implies efficiency, conviction, determination and sometimes also success.

5



This is a cutting gesture signifying power. It is used when we want to put an end to a situation that has gone on too long or become unacceptable.

**THE BASIC FACIAL EXPRESSIONS**

There are 6 basic emotions in man. They are as follows:

- fear
- joy
- anger
- disgust
- surprise
- sadness

Facial expressions are the reflection of these emotions. These expressions are inborn (they exist even in newborn babies) and are identifiable in all cultures in the same way.

Look at these photos of expressions and give each one the emotion that corresponds the best.



1 : .....



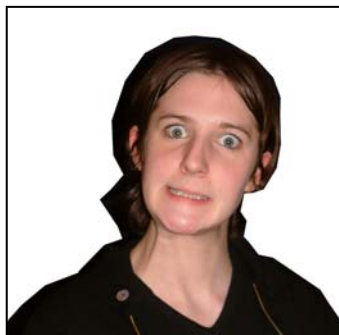
2 : .....



3 : .....



4 : .....



5 : .....



6 : .....

**How are these emotions expressed on a face?**



**1: Sadness**

- Eyebrows lowered
- Eyelids lowered
- Mouth closed, straight or corners down.



**2: Fear**

- Eyebrows raised
- Eyes wide open
- Mouth stretched open



**3: Anger**

- Eyebrows in a frown
- Hard stare
- Lips pressed together



**4: Joy**

- Eyebrows arched
- Eyes as slits
- Lips stretched back in a smile
- Nose crinkled, close to mouth
- Sometimes dimples on cheeks



**5: Disgust**

- Eyebrows down in a frown
- Lips stretched back
- slightly twisted
- Teeth showing



**6: Surprise**

- Eyebrows raised
- Eyes wide open
- Mouth open, sometimes round

Here are some expressive photos to imagine a dialogue between the two people. They might be playing out a sketch on a stage. You can take all the photos in this order or in any order you like, or you can just choose a few (at least ten). Give the people a dialogue to create a sketch. You can then play out the sketch in front of the group with a partner. After these photos, you will find an example dialogue using all the photos in the order given.









*Shh!...*



*Aargh! You frightened me!*



*And what time do you call this?*



*Hey! Calm down!*



*You were with another girl,  
weren't you?*



*Who me????*



*Well of course  
you!*



*That's ridiculous!*



*I've had it up to here!*



*All right, if that's  
The way you want it,  
I'm off!*



*You're not really  
going to leave...*



*Nah! I was only  
joking!*





*Well it hurt. And anyway,  
I don't believe you.*



*I was at the pub with Karl. That's all!*



*Do you mean it?...*



*Of course!*



*Well then prove it!*



*Oh boy!*



*Prove it or else  
we're finished!*



*Let me see, how can I prove it?*



*I've got to find something...*



*I know! We can phone the pub  
we were at!*



*Yes! I'll do it right now!*



*Come on! Give me a kiss  
and we'll forget all about it!*



*Woah! First I'm phoning the pub!*