

Przeczytaj fragment tekstu, a następnie wybierz odpowiedni tytuł dla każdego akapitu.

Body language refers to the nonverbal signals that we use to communicate. These nonverbal signals make up a huge part of daily communication. From our facial expressions to our body movements, the things we don't say can still convey volumes of information. Body language is thought to account for between 50 to 70 percent of all communication.

- A Sincerity painted on the face.**
- B Putting on a brave face.**

Just a single facial expression can convey a definite message that is easy to decipher. A smile can indicate approval or happiness, while a frown can signal disapproval or unhappiness. In some cases, facial expressions may reveal our true feelings about a particular situation. While you may say that you are feeling fine, the look on your face may tell people otherwise. Examples of emotions that can be expressed via facial expressions include happiness, sadness, anger, surprise, disgust, fear or confusion. Facial expressions are also among the most universal forms of body language. The ones used to convey fear, anger, sadness, and happiness are similar throughout the world.

- A The eyes that speak volumes.**
- B The good of having eyes in the back of your head.**

The eyes are frequently referred to as the 'windows to the soul' since they are capable of revealing a great deal about what a person is feeling or thinking. As you get engaged in a conversation with another person, taking note of eye movements is a natural and important part of the communication process. Some common things you may note is whether people are making direct eye contact or averting their gaze, how much they are blinking, or if their pupils are dilated. When a person looks directly into your eyes during a conversion, it indicates that they are interested and paying attention. However, prolonged eye contact can feel threatening. On the other hand, breaking eye contact and frequently looking away may indicate that the person is distracted, uncomfortable, or trying to conceal his or her real feelings.

- A Who pays lip service to whom?**
- B Mouthful of genuineness.**

Mouth expressions and movements can also be essential in reading body language. For example, chewing on the bottom lip may indicate that the individual is experiencing worry, fear or insecurity. Smiling is perhaps one of the greatest body language signals, but smiles can also be interpreted in many ways. A smile may be genuine or it may be used to express false happiness or even cynicism.

- A How rude can you be with your gesticulation?**
- B Can your signs betray your origin?**

Gestures can be some of the most direct and obvious body language signals. Waving, pointing, and using the fingers to indicate numerical amounts are very common and easy to understand gestures. Some gestures may be cultural. Giving a thumbs-up or a peace sign might have a completely different meaning in various cultures. A clenched fist can indicate anger or solidarity. Thumbs up and thumbs down are often used as gestures of approval and disapproval. The 'Perfect' gesture, made by touching together the thumb and index finger in a circle while extending the other three fingers can be used to mean okay. In some parts of Europe, however, the same signal is used to imply you are nothing. In some South American countries, the symbol is actually a vulgar gesture.

- A Mistakes that can cost you an arm and a leg.**
- B Decoding the limbs.**

The arms and legs can also be useful in conveying nonverbal information. Crossing the arms can indicate defensiveness. Crossing legs away from another person may indicate dislike or discomfort with that individual. Other subtle signals such as expanding the arms widely may be an attempt to seem larger or more commanding, while keeping the arms close to the body may be an effort to minimize oneself or withdraw from attention. Rapidly tapping fingers or fidgeting can be a sign that a person is bored, impatient or frustrated. Crossed legs can indicate that a person is feeling closed off or in need of privacy.

- A Strike a pose and make yourself clear.**
- B Keeping up the appearances.**

How we hold our bodies can also serve as an important part of body language. The term posture refers to how we hold our bodies as well as overall physical form of an individual. Posture can convey a load of information about how a person is feeling as well as hints about personality characteristics, such as whether a person is confident, open or submissive. Sitting up straight may indicate that a person is focused and paying attention to what's going on. Sitting with the body hunched forward, on the other hand, can imply that the person is bored or indifferent.