



Body language for dummies

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Monografía

Say what you mean, without opening your mouth Actions really do speak louder than words, but you've got to be able to understand them. That's where Body Language For Dummies, Second Edition comes in handy. If you find yourself puzzled by other people, or want to improve the impression you give, having an insight into body language is key, and this book will teach you to comprehend what people really mean, even if they say nothing at all, and how you can use your body and your expressions to make a positive impact. Image and presentation are crucial to successful communication

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Título: Body language for dummies by Elizabeth Kuhnke

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Descripción física: 1 online resource (xviii, 362 pages) illustrations (some color)

Mención de serie: For Dummies

Nota general: Includes index

Contenido: Body Language For Dummies 2e; About the Author; Contents at a Glance; Table of Contents; Introduction; About This Book; Conventions Used in This Book; Foolish Assumptions; How This Book is Organised; Icons Used in This Book; Where to Go from Here; Part I: In the Beginning Was the Gesture; Chapter 1: Defining Body Language; Discovering How Body Language Conveys Messages; Examining Key Types of Gestures; Getting the Most Out of Body Language; Appreciating Cultural Differences; Chapter 2: Looking Closer at Non-verbal Gestures; Observing the History of Body Language Understanding the Nuts and Bolts of Body LanguageHearing a Final Word on Non-Verbal Gestures; Part II: Starting at the Top; Chapter 3: Heading to the Heart of the Matter; Demonstrating Power and Authority; Showing Agreement and Encouragement: The Nod; Displaying Attention and Interest; Indicating Submissiveness or Worry; Showing Boredom; Showing You're Deep in Thought; Chapter 4: Watching Facial Expressions; Communicating Feelings When Words Are Inappropriate; Recognising Facial Expressions that Reinforce the Spoken Message; Masking Emotions; Expressing a Range of Emotions Chapter 5: The Eyes Have ItThe Power of the Held Gaze; The Wandering Eye: Breaking Eye Contact; Other Ways Your Eyes Tell a Tale; Chapter 6: Mastering Lip Reading; Revealing Thoughts, Feelings, and

Emotions; Differentiating Smiles; Remembering that Laughter's the Best Medicine; Part III: The Trunk: Limbs and Roots; Chapter 7: Taking It From the Torso; Gaining Insights into the Impact of Posture; Knowing the Three Main Types of Posture; Changing Attitudes by Changing Posture; Using Posture to Aid Communication; Shrugging Signals; Chapter 8: Arming Yourself; Building Defensive Barriers Conveying Friendliness and Honesty Touching to Convey Messages; Chapter 9: It's in the Palm of Your Hand; Up or Down: Reading Palms; Hands Up!; Letting the Fingers Do the Talking; Analysing Handshakes; Displacing Your Energy; Chapter 10: Standing Your Ground; Showing Commitment and Attitude through Your Stance; Reflecting Your Feelings by the Way You Position Your Feet; Walking Styles; Chapter 11: Playing with Props; Using Accessories to Reflect Mental States; Through the Looking Glasses; Holy Smokes; Making It Up as You Go Along; Clothing: Dressing the Part Part IV: Putting the Body into Social and Business Context Chapter 12: Being Aware of Territorial Rights and Regulations; Understanding the Effect of Space; Knowing Your Space; Using Space; Seating Arrangements; Orientating Yourself; Chapter 13: Rating, Dating, and Mating: Using the Body in Courting Behaviour; Attracting Someone's Attention; Showing That You're Available; Progressing Through the Romance; Chapter 14: Interviewing, Influencing, and Playing Politics; Making a Great First Impression: The Interview; Creating a Positive Environment; Pointing Your Body in the Right Direction Negotiating Styles

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