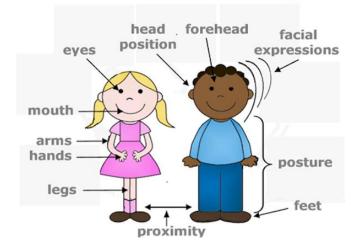


Decoding the Language of Non-Verbal Communication

Zones of the Body Speak



Everybody we encounter delivers non-verbal cues through their bodies. Some are obvious, some are subtle or barely discernible. Though, non-verbal language is complex and intricate, from infancy we learned to rely on our ability to understand this shared language. Sadly, as we advanced into puberty, year by year, most of us tried to stifle our own body language and at the same time overlooked and became less adept at detecting hundreds of subtle, imperceptible expressions, behaviours, and involuntary changes communicated by others. It is not a secret language. The skills to interpret non-verbal communication signals are learnable.

This booklet is a comprehensive guide to the most common non-verbal communication cues and what they mean.



Common Non-Verbal Communication Cues and What they Mean

The skills required to interpret non-verbal communication cues are learnable. All of the non-verbal communication categories or zones of the body have endless subcategories, which you can study intensely if you want to become an expert. You can study the science behind each signal. Interpretation of non-verbal communication can be a very complex process. There is no foolproof "thesaurus" of non-verbal cues or instruction book on how to interpret them. With so many cues and so many combinations, and so many differences in context as well as people, there is no definitive list.

Much of the language of non-verbal communication you already know. You've known a lot of is since you were a child. It is naturally fluid for you to understand it: you don't hit pause and rewind, you simply and quickly understand what you see. Whatever you might still need to learn is actually fairly simple and common sense once you know the cues. With time and practice interpreting this second language will seem to flow naturally, too.

To make it as easy as possible for you to learn, we are providing three charts:

Chart #1: Common emotions or attitudes with a list of the tell-tale signs that demonstrate that behavior pattern.

Chart #2: Common gestures and what they usually signal.

Chart #3: Basic body zones and the interpretation of several prominent and universal cues.

Please note: Left and right as noted on the charts are for the person giving the signals and making the movements. These interpretations are not specific to flirting, courting, dating, and mating cues, which have different translation signals, gender differences, and environmental influences.

Chart #1 – Emotions and Attitudes - the non-verbal communication cues to watch for:	Chart #3– Body Zones, Proximity, Mirroring, Seat Positioning	
 Dominance, Power Submission, Nervousness Disagreement, Anger, Skepticism Boredom, Lack of Interest Uncertainty, Indecision Suspicion, Dishonesty Evaluative Confidence, Cooperation, Honesty 	 Facial Expressions Posture Eyes Mouth Head Movement and Position Hands Arms Legs and Feet Proximity and Personal Space 	
Chart #2 – 50 Common Gestures and What They Mean	10. Mirroring – Matching Body Language Signals11. Body Language of Seating and Positioning	



Chart #1 – Emotions and Attitudes		
Dominance, Power Feet on desk Piercing eye contact Hands behind head or on hips Palm-down handshake Steepling of the fingers Standing while other is seated	Disagreement, Anger, Skepticism Red skin Finger pointing Squinting eyes Frowning Turning away Crossing arms or legs	
Submission, Nervousness Fidgeting Minimum eye contact Hands to face, hair, etc. Palm-up handshake Throat clearing Confidence, Cooperation, Honesty Leaning forward Opening arms and palms Maintaining great eye contact Keeping feet flat on floor Smiling Moving with counterpart's rhythm	Evaluative Nodding Squinting Putting index finger to lips Tilting head slightly Stroking chin Uncertainty, Indecision Cleaning glasses Looking puzzled Putting fingers to mouth Biting lip Pacing back and forth Tilting head	
Suspicion, Dishonesty Touching nose while speaking Covering mouth Avoiding eye contact Moving away Crossing arms or legs	Boredom, Lack of Interest Avoiding eye contact Playing with objects on desk Staring blankly Fidgeting, picking at clothes, fiddling with objects, doodling Looking at watch, door, phone, etc Sitting slumped, with heads downcast	
 Disengaged, Disinterested, Unhappy Arms folded in front of the body Minimal or tense facial expression Body turned away from you Eyes downcast, maintaining little contact 	Discomfort Clenched jaw, tightened neck, Furrowed brow Unsteady Eye Contact Scratching themselves Shifting Hips Self-Soothing Gestures Backing Away	
Aggression Clenched fists Flared nostrils Tightening of the jaw Hands on hips Head and chin up Redness in face (do not confused with blushing Stiff arms and body	Relaxed Body is loose Arms move freely and sway with any motions Open posture Breathing steady and slow Smiling coordinates with the eyes No tension in the forehead	



Chart #2: 50 Common Gestures and what they Usually Signal

- 1. Palms up shows openness and vulnerability.
- 2. Palms down shows dominance and authority.
- 3. Hands in the pockets with thumbs out signals dominance.
- 4. Thumbs in the pockets with fingers pointed down gives a weak impression.
- 5. Thumbs in pockets with fingers fanned out is a flirty mating signal.
- 6. Pointing with index finger signals aggression.
- 7. Pointing at someone with the thumb shows a lack of respect.
- 8. Pointing with the whole arm signals control.
- 9. Weak hand shaking signals weakness and being unreliable.
- 10. Shaking hands with palm slightly down signals a desire to dominate.
- 11. Shaking hands with the palm slightly up signals submissiveness or vulnerability.
- 12. Hand shaking that is painfully hard comes across as aggressive. To be in control squeeze the hand 10% harder than the other person.
- 13. Hands formed into a pyramid signals confidence.
- 14. Touching the tip of the nose indicates the possibility of dishonesty.
- 15. Scratching the side of the nose shows some anger.
- 16. Covering the mouth while speaking could indicate lying.
- 17. Scratching the neck during a conversation indicates the person probably disagrees.
- 18. Trembling hands show nervousness.
- 19. Showing the wrist is a sign of comfort and safety.
- 20. Washing the hands in front of the body shows excitement or nervousness.
- 21. Rubbing the eyes shows the person does not want to see the truth, probably disagrees.
- 22. Rubbing the forehead or touching the face gently is a self-comforting gesture.
- 23. Standing with feet wide apart shows dominance.
- 24. Standing or leaning on something with one leg straight and the other leg crossed in front with the tip of the toe touching the floor displays safety.
- 25. Rubbing hands on the thighs shows the person is anxious.
- 26. Sitting with hands on knees and leaning forward signals a desire to leave.
- 27. Pointing feet toward an exit could mean wanting to leave.
- 28. Standing and using one foot to tap the floor shows an upbeat attitude.
- 29. An asymmetric smile signals arrogance.



- 30. A symmetrical smile is a more genuine and usually signals happiness. Especially with wrinkles in the eyes.
- 31. Lips pressed tightly together shows outrage, annoyance, or anger.
- 32. Lips briefly pressed together is a sign of stress or pressure
- 33. An upper lip twisting upwards on one side and wrinkling the nose shows disgust.
- 34. High eyebrows and a stiff, broad mouth signals fear.
- 35. Pouting lips might indicate disagreement.
- 36. A body folded in like a turtle shows confidence is gone.
- 37. The upper body leaning away from the other person indicates lack of comfort.
- 38. Leaning on a surface with the chin resting on one hand shows boredom.
- 39. Running fingers between the neck and collar shows the person feels badly and wants to calm down
- 40. Sitting heavily leaned back in a chair signals the person does not take the situation seriously.
- 41. Facing someone with arms up and outstretched as if to receive a hug displays vulnerability and security with the other person.
- 42. Open body language along with a sudden lowering of the chin with arms folding in front indicates the person feels that they are stepping into something sensitive. Especially, if the arms are squeezing hard.
- 43. Raising the nose up is a signal of arrogance, pride and superiority.
- 44. Imitating someone's posture is a sign of rapport and safety in the company of that person.
- 45. Raising the chin is a positive sign indicating alertness or pride.
- 46. A lowering of the chin can indicate a negative mindset.
- 47. A chin angling downward can be a sign of sadness or depression.
- 48. Pinching the bridge of the nose while listening means the person is trying to focus intently on the incoming message. Closed eyes at the same time signals that the person is trying to block out other confusing signals to internalize the incoming message. If the person removes eyeglasses to pinch the bridge of the nose it is an amplification of the signal. An alternate reason for pinching the bridge of the nose is that the incoming data is jarring or difficult for the person to deal with at the moment. The gesture is a defensive one where the person is protecting the neck, mouth, and nose areas all at once.
- 49. Breathing shallow slow breaths and all of a sudden taking in a huge breath and letting it out slowly signals a change in mental attitude likely expressing the lowering of overall tension.
- 50. Touching the side of the forehead and partially blocking the eyes with an appropriate facial expression with a slightly downward body movement indicates shame or embarrassment.



Chart #3 - Body Zones - interpretation of several prominent and universal cues

- 1. Facial Expressions
- 2. Posture
- 3. Eyes
- 4. Mouth
- 5. Head Movement and Position
- 6. Hands
- 7. Arms
- 8. Legs and Feet
- 9. Proximity and Personal Space
- 10. Mirroring Matching Body Language Signals
- 11. Body Language of Seating and Positioning

Please note:

- A. Left and right as noted on the chart is specific to the person giving the signals and making the movements.
- B. Unless it is a universal signal, these interpretations may not be specific to every culture
- C. These interpretations are not definitive to cues used in flirting, dating, courting, and mating, which are distinct situations and have different translation signals due to such things as cultural and gender specificity or environmental influences.





Facial Expressions

The face is the best indicator of a person's emotions. In fact, it is the primary means of conveying social information between humans. Facial expressions convey seven distinct basic and universal emotions:

1) Disgust

4) Fear

6) Hate/Contempt

2) Sadness

5) Anger

7) Surprise

3) Happiness

It is interesting to note that five out of the seven are negative emotions.

These facial expressions are the same across all cultures and ages and are the easiest to read.

A person's face, especially the eyes, creates the most obvious and immediate cues that lead to the formation of impressions and have a significant effect on interpersonal communication. Voluntary facial expressions are created by the person to imitate the instinctive involuntary expressions. Voluntary facial expressions are often socially conditioned and easy to interpret, but can be contrived and controlled which is evident if one knows what to look for in the non-verbal cue. Involuntary facial expressions are believed to be instinctive and cannot be controlled. Although people try very hard to control their facial expression, you can still pick up on important nonverbal cues if you pay close attention.

The vast majority of involuntary facial displays of emotion are bilateral, meaning they show up on both sides of the face equally. Since the vast majority of facial expressions display emotions bilaterally, if you see one side of a person's face is more active than the other side, he or she might be faking the emotion.

Contempt and Hate – both are negative emotion (contempt is similar to hate, a feeling of dislike, disrespect, or offensiveness towards someone). It is also a universal micro expression that some researches put on the list with the other six basic universal cues. However, unlike the other six this is the only one that is asymmetrical.

Attitudes are also readable in facial expressions. Think about it. Besides deciphering their emotions, you can tell if a person is really interested, emotionally present, or masking attentiveness. You can tell if a person is calm or emotionally overwrought, watchful or melodramatic.

Most people use the same facial muscles to express 21 other categories of emotion:

8) Awed

13) Sadly fearful,

18) Fearfully angry,

9) Happily surprised,

14) Sadly angry,

19) fearfully surprised,

10) Happily disgusted

15) Sadly surprised,

20) Fearfully disgusted

11) Angrily surprised,

16) Sadly disgusted

21) Disgustedly surprised,

12) Angrily disgusted

17) Aappalled

These other common facial expressions include subtle combinations of the "basic seven". The subtleties appear in the corners of the mouth or the outer edge of the eyebrow, raised cheeks, open mouth and how these features stretch to different limits.



These can often appear as micro expressions that are not visible for long.

Happily surprised – marked by wide-open eyes, raised cheeks, and a mouth that was both open and stretched into a smile.

Happily disgusted – combines the scrunched up eyes and nose of disgusted with the smile of happy. This is an emotion that may be felt when something "gross" happens that is also incredibly funny.

Not all facial expressions make the researchers' lists of basic, universal expressions, or categories of emotions as cited above: snarl, feeling shame or embarrassment, discomfort.

The snarl – characterized by a raised upper lip, lowered eyebrows, flared nostrils, and teeth showing. Snarls rarely happen alone; people usually snarl at others to send an aggressive warning to them. The snarl is unique because it is basically the disgust and anger emotions combined into one.

Feeling shame or embarrassment – a universal behavior humans do when they feel ashamed or embarrassed. The facial expression is always accompanied by the person touching the side of their forehead and partially blocking their eyes.

Discomfort – raised eyebrows often signal discomfort. There are three main emotions that make your eyebrows go up: surprise, worry, and fear. If somebody raises her eyebrows and the subject of discussion is not one that would logically cause surprise, worry, or fear, there is something else going on. This should not be confused with an eyebrow flash, which is a quick raising and lowering of the eyebrows that usually only lasts a fraction of a second. It is commonly used between people who know each other to indicate familiarity, or used as a sign of attraction and interest.

There are many others and common terms that relate to some of these facial expressions are: grin, smirk, beam, sneer, pursed lips, pout, frown, sticking tongue out, wide-eyed, squint, wink, dirty look, wrinkles nose, long face, blank expression, grimace, wince, quizzical, bleak, brooding, bug-eyed, cheeky, deadpan, downcast, etched, haunted, pained, radiant, sour, taunting, wild-eyed, wistful, wolfish.

Read the sections pertaining to the eyes, mouth, nose, eyebrows, forehead, etc. to learn the specifics of facial expressions.





Posture

A person's posture, standing or sitting, conveys their overall attitude, confidence and physical well-being. Consider how your perceptions of people are affected by the way they sit, walk, stand up, hold their head and shoulders, enter a room, or statically hold themselves when they speak or listen. Posture denotes if one is striding in confidence, slithering among a crowd, or seeking refuge to feel better. We get messages when we see slouching, hunched shoulders, swaying or how a person leans toward or away from another person. When you talk to people do you notice if their bodies are relaxed or stiff and immobile? Are their shoulders tense and raised, or at ease? Through posture you can see to what degree their bodies are open and inviting or closed.

Good healthy posture does not mean that the body is straight up and down since the natural spine has curves, but it does mean that the spine is aligned. If you were to draw a line from top to bottom through the ears, shoulders, hips, knees and ankles the line would be perpendicular to the floor. This is called the neutral position because the body is able to maintain this posture without stressing joints, muscle and bones. What it really means is that the weight of the body is held by the bones and not by the muscles. A good posture promotes breathing, circulation and balance. The health benefits are beyond the scope of this guide. Persistent improper posture can lead to general discomfort, long term damage, or even deformities.

While there are medical reasons for holding good posture, there are certainly non-verbal reasons for keeping a good level body.

Holding good posture shows the world that one is in control, confident and powerful.

Poor posture reflects poor self image and negative feelings, it can be temporary state when we feel down, or it can the result of bad habits accumulated over years.

- Standing at attention is a sign of respect.
- A tall, straight and open torso shows confidence and ease.
- A hunched torso can mean tiredness, timidity or defensiveness.
- Open posture the trunk of the body is open and exposed conveys friendliness, openness, willingness, readiness to listen. In an open posture, you might expect to see someone's hips directly facing you. If seated, he or she will likely sit with hands apart on the arms of the chair.
- O Closed posture the person positions his or her body (hips) at a slight angle from the person with whom they are interacting. Sitting, the person will try to hide the truck of their body by hunching forward, keeping the arms and legs crossed conveys unfriendliness, hostility, anxiety. perceived as lazy, passive and indecisive
- o Sitting up straight indicates a person is focused and paying attention to what is going on.
- Sitting with the body hunched forward can imply that the person is bored or indifferent.
- Hunched shoulders implies the person is lazy, passive and indecisive.



To maintain perfect posture:

- Stand upright, shoulders relaxed yet up and back.
- Plant both feet firmly on the ground, distributing the weight evenly between both heels.
- o Align your neck with your spine with your head back and level. Don't let your head droop and 'lead' you.
- o Push your buttocks forward slightly to shift your weight onto your hips and legs without becoming overly rigid.
- Keep your midsection tight to assist your back and keep your torso straight and upright. You do not want to be so tense that you can barely move.
- Your chest should be open, but not puffed up.
- Open your chest and breath deep into your abdomen.
- Keep your arms to your sides with your fingers loose.
- o You should have a very slight tension in your abdomen and buttocks muscles to keep your composure.
- Shorter people can look taller, even when seated, by maintaining an upright posture.

We normally attribute negative ideas to people with poor posture:

- O Having rounded shoulders denotes a person is inactive in the conversation
- o Leaning away or even closing the body off denotes the same.
- People that slump over or habitually lean on their elbows while seated or against a wall come off as lazy and careless or sloppy.
- People with poor posture often come across as lacking confidence.
- Having too rigid a posture come across as stiff, awkward, stressed, nervous and uncomfortable.

Body orientation, leaning towards or away is a subset of posture. Leaning towards another person conveys useful meaning, because the torso carries a large portion of body weight and leaning requires balance as well as control when it is a subtle effort. However, when the brain requires the person to evade other people the body will hardly realize the effort.

- Distancing through posture might be just a few inches.
- Weight unevenly distributed across the legs can show that a person is ready to leave a conversation. Usually accompanied by a slight bend in the body toward the desired exit direction, usually a door, or hallway.
- Shifting weight toward the speaker indicates interest in the conversation or speaker.
- Shifting weight slightly to the side to display interest or connectivity to someone to that direction.
- o Interest-driven body orientation while seated places the weight on the knees, and the direction of the lean can be more dramatic or obvious. Reading this posture can tell you when it's time to wrap things up or tell others when you would prefer to end the conversation. Simply by orienting your body away from the salesman who rang your doorbell can show the salesman that you are serious about your disinterest in whatever he is selling.

Read the sections pertaining to the head, arms, legs, etc. to learn more specifics on posture.







Eyes (including eye lids and brow)

The eyes are a very potent in human communications. The eyes can indicate thought processes or cognitive function. This is the one highly developed awareness that we all have.

It is intrinsic to human nature to be able to read people's eyes without knowing how or why. We may not be able to see the detail of person's eyes, but we can detect whether another person's eyes are focused on us or not, even at incredible distances. Eye contact shows interest – both positive and negative – and we can detect those feelings at a distance too. We detect awkward or secret glances and sense someone looking at us even when our back is to them.

The eye is extremely flexibility:

- o Eye lids blink, widen and close
- Pupils enlarge or contract
- Eyes move right and left, up and down
- o Eyes glaze over in a blank stare, zero in with a piercing stare, or moisten long before tears come.
- o Eyes coordinate movement and meaning with the eye lids and eye brow.

We may not be able to describe these eye signals in words, but we know what they mean. We know what emotions or intentions are displayed when we see them.

We can detect recognition or notice when the speaker is monitoring others in the room to gauge feedback. We can monitor the feedback of others when we speak to gauge our effectiveness.

Since it is **common for many people to glance away when they are thinking,** it is important not to read too much into a lack of eye contact. However, look for how the eyes move and focus.

What does it mean when eyes look left and right? First let's point out that left and right are for the person giving the signals and making the movements. Eyes tend to look right when the brain is **imagining or creating**, and left when the brain is **recalling or remembering**. This relates to right and left sides of the brain – in this context broadly the parts of the brain handling creativity/feelings (right) and facts/memory (left).

Raised eyebrows often signal discomfort. There are three main emotions that make your eyebrows go up: surprise, worry, and fear. If somebody raises her eyebrows and the subject of discussion is not one that would logically cause surprise, worry, or fear, there is something else going on.

An eyebrow flash is a quick raising and lowering of the eyebrows that usually only lasts a fraction of a second. It is commonly used between people who know each other to indicate familiarity, or used as a sign of attraction and interest.



Non-Verbal Cue	Possible meaning(s)	Detailed explanation
looking right (generally)	creating, fabricating, guessing, lying, storytelling	Creating in this instance is basically making things up and saying them. Depending on the context, this can indicate lying, such as when the person is supposed to be recalling facts. However, in other circumstances, for example, storytelling to a child, this would be perfectly normal. Looking right when stating facts does not necessarily mean lying – it could, for example, mean that the person does not know the answer, and is talking hypothetically or speculating or guessing. Looking right and down indicates accessing feelings, which again can be a perfectly genuine response or not, depending on the context, and to an extent the person.
looking left (generally)	recalling, remembering, retrieving 'facts'	Recalling and then stating 'facts' from memory in appropriate context often equates to telling the truth. Whether the 'facts' (memories) are correct is another matter. Left downward looking indicates silent self-conversation or self-talk, typically in trying to arrive at a view or decision.
looking right and up	visual imagining, fabrication, lying	Related to imagination and creative (right-side) parts of the brain, this upwards right eye-movement can be a warning sign of fabrication if a person is supposed to be recalling and stating facts.
looking right sideways	imagining sounds	Sideways eye movements are believed to indicate imagining (right) or recalling (left) sounds, which can include for example a person imagining or fabricating what another person has said or could say.
looking right and down	accessing feelings	This is a creative signal but not a fabrication – it can signal that the person is self-questioning their feelings about something. Context particularly – and other signals – are important for interpreting more specific meaning about this cue in the eyes.
looking left and up	recalling images truthfulness	Related to accessing memory in the brain, rather than creating or imagining. A reassuring sign, if signaled when the person is recalling and stating facts.
looking left sideways	recalling or remembering sounds	Looking sideways suggests sounds; looking left suggests recalling or remembering – not fabricating or imagining. This, therefore, could indicate recalling what has been said by another person.
looking left down	self-talking, rationalizing	Thinking things through by self-talk – concerning an outward view, rather than the inward feelings view indicated by downward right looking.
direct eye contact (when speaking)	honesty - or faked honesty	When the speaker makes direct eye contact it is generally regarded as a sign of truthfulness, however, practiced liars know this and will fake the signal.



direct eye contact (when listening)	attentiveness, interest, attraction	Eyes, which stay focused on the speaker's eyes, tend to indicate focused interested attention too, which is normally a sign of attraction to the person and/or the subject.
widening eyes	interest, appeal, invitation	Widening the eyes generally signals interest in something or someone, and often invites a positive response. Widened eyes with raised eyebrows can otherwise be due to shock, but aside from this, widening eyes represents an open and welcome expression. In women especially, widened eyes tend to increase attractiveness, which is believed by some body language experts to relate to the eye/face proportions of babies, the associated signals of attraction, prompting urges to protect. offer love, care.
darting eyes	insecurity about what is happening	Eyes that dart from side to side might look like the person is scoping out other areas of the room, but it usually indicates that the brain is looking for an escape route.
rubbing eye or eyes	disbelief, upset, or tiredness	Rubbing eyes or one eye can indicate disbelief as if checking the vision; or upset, in which the action relates to crying, or tiredness, which can be due to boredom, not necessarily a need for sleep. If the signal is accompanied by a long pronounced blink, this tends to support the tiredness interpretation.
eye shrug	frustration	An upward roll of the eyes signals frustration or exasperation as if looking to the heavens for help.
pupils dilated (enlarged)	attraction, desire	The pupil is the black centre of the eye that opens or closes to let in more or less light. Darkness causes pupils to dilate. So too, for some reason does seeing something appealing, attractive, or exciting. The cause of the attraction depends on the situation. In the case of sexual attraction, the effect can be mutual – dilated pupils tend to be more appealing sexually than contracted ones, Resist the temptation to imagine that everyone you see with dilated pupils is sexually attracted to you.
blinking frequently	excitement, pressure, condescension	Normal human blink rate is considered to be between six and twenty times a minute, depending on the expert. If you observe someone going from a normal 15 per minute rate to 30 to 40 blinks a minute, that person is likely under a great deal of pressure or stress, but is often trying to hide that fact. Blink rate can increase to up to a hundred times a minute. Blink rate is not a reliable sign of lying. In Western culture, extended blinking can be as sign of condescension when a person also raises the head slightly and looks along the nose, revealing their belief that his or her importance has not been recognized. There are some situations where a person's habitual blink rate will be different from the standard rate. These would include wearing contact lenses, allergies, some foreign particle in the eye, and diseases: such as Schizophrenia (faster blink rate) or Parkinson's disease (slower blink rate).





blinking infrequently	various	Infrequent blink rate can mean different things and so offers no
Zamang mrequentry		single clue unless combined with other signals. An infrequent blink rate is probably due to boredom if the eyes are not focused, or can be the opposite – concentration – if accompanied with a strongly focused gaze. Infrequent blink rate can also be accompanied by signals of hostility or negativity and is therefore not the most revealing of body language signals.
eyebrow raising (eyebrow 'flash')	greeting, recognition, acknowledgement	Quickly raising and lowering the eyebrows is called an 'eyebrow flash'. It is a common signal of greeting and acknowledgement and may be perhaps genetically influenced as a sign of submission, since it is prevalent in monkeys (body language study does not sit entirely happily alongside creationism). Fear and surprise are also signaled by the eyebrow flash, in which case the eyebrows normally remain raised for longer until the initial shock subsides.
		The only culture that does not use the eyebrow lift is Japanese where it is considered improper or impolite and has sexual connotations.
arched eyebrows	intrigue	Arched eyebrows could mean that the person is interested or intrigued by the topic.
lowered eyebrows	aggression	Lowering the eyebrows is how humans show dominance or aggression to another person.
winking	friendly acknowledgement, complicity (e.g., sharing a secret or joke)	A wink is quite an intimate signal, directed exclusively from one person to another. It is associated with male flirting, but it can also signal a shared joke or secret. It is strange that a noncontact wink can carry more personal implications than a physical handshake and, in many situations, more than a kiss on the cheek. A wink is given additional spice if accompanied by a click of the tongue.
squinting	feel threatened or unhappy	Eye squinting can sometimes occur in just a fraction of a second before disappearing. A person squints to prohibit distasteful images or even thoughts from being received at full view. A person will not only squint from seeing objectionable sights, but also negative thoughts or sounds.
		Eyes can also be squinted in order to help a person see print that is too small. Thus, at times, squinting forms a functional purpose not exclusively driven by emotion.
narrowing eyes	distaste, anger, contempt physical pain	Narrowing eyes indicates contempt, distaste and anger. Narrowing the eyes is often due to physical or emotional pain. Often seen with wincing.





Mouth

Pay special attention to the mouth. Besides its importance in speech, it performs a central role in facial expressions. It is tremendously flexible and has more visible moving parts than other sensory organs, which means it has the potential to perform more variety of signaling. Unlike the nose and ears, which are generally only brought into action by the hands or fingers, the mouth acts quite independently, which is why it deserves detailed consideration.

A simple smile can be a powerful indicator of a person's sincerity. There are different types of smiles. There are happy smiles, shy smiles, warm smiles, and ironic smiles. They can be genuine or fake. A genuine smile engages the whole face, producing creases around the eyes and mouth, whereas a fake smile only uses the mouth. Genuine smiles convey confidence, cooperation, and honesty. A fake smile is used to convey agreement, understanding or pleasure but suggests that the person smiling is actually feeling something else. Another common expression is the "half-smile" that only engages one side of the mouth. It can be a marker of sarcasm or uncertainty, often used when a person is hiding dissatisfaction behind a fake smile. A relaxed mouth reveals relaxation and a positive frame of mind, while pursed tight lips often indicate disapproval. How a person covers the mouth or touches the lips with the hands or fingers may tell you when an individual is lying.

Non-Verbal Cue	Possible meaning(s)	Detailed explanation
pasted smile	faked smile	A pasted smile is one that appears quickly, is fixed for longer than a natural smile, and seems not to extend to the eyes. This typically indicates suppressed displeasure or forced agreement of some sort.
tight-lipped smile	secrecy or withheld feelings	Stretched across the face in a straight line, teeth concealed. The smiler has a secret they are not going to share, possibly due to dislike or distrust. Can also be a signal of rejection.
twisted smile	mixed feelings or sarcasm	Shows opposite emotions on each side of the face.
dropped-jaw smile	faked smile	More of a practiced fake smile than an instinctive one. The jaw is dropped lower than in a natural smile, creating the look of a smile.
smile - head tilted, looking up	playfulness, teasing, coy	Head tilted sideways and downwards so as to part hide the face, from which the smile is directed via the eyes at the intended target.
bottom lip jutting out	upset	Like rubbing the eyes can be an adult version of crying, so jutting or pushing the bottom lip forward is a part of the crying face and impulse. Bear in mind that people cry for reasons of genuine upset, or to avert attack and seek sympathy or kind treatment.
laughter	relaxation	In terms of body language, genuine laughter is a sign of relaxation and feeling at ease. Laughter can extend to all the upper body or the whole body. The physiology of laughter is significant. Endorphins are released. Pain and stress reduces. In addition, vulnerabilities show and can become more visible because a person's guard drops when he or she is laughing.



forced laughter	nervousness, cooperation	Unnatural laughter is often a signal of nervousness or stress, as an effort to dispel tension or change the atmosphere. Artificial laughter is a signal of cooperation and a wish to maintain empathy.
biting lip	tension	One of many signals suggesting tension or stress, which can be due to high concentration, but more likely to be anxiousness.
teeth grinding	tension, suppression	Inwardly-directed 'displacement' sign – a stress signal typically prompted by suppression of natural reaction due to fear or other inhibition, for example biting fingernails, picking at finger(s) or thumb.
chewing gum	tension, suppression	As above – an inwardly-directed 'displacement' sign, due to suppression of natural reaction. Otherwise however can simply be to freshen breath or as a smoking replacement.
smoking	self-comforting	Smoking obviously becomes habitual and addictive, but aside from this, people put things into their mouths because it's comforting like thumb-sucking is to a child, in turn rooted in baby experiences of feeding and especially breastfeeding.
thumb-sucking	self-comforting	A self-comforting impulse in babies and children, substituting breast-feeding, which can persist as a habit into adulthood.
chewing pen or pencil	self-comforting	Like smoking and infant thumb-sucking, the pen is the teat. (Remember that next time you chew the end of your pen)
pursing lips	thoughtfulness, or upset	As if holding the words in the mouth until they are ready to be released. Can also indicate anxiousness or impatience at not being able to speak, or quite differently, can indicate upset, as if suppressing crying.
tongue poke	disapproval, rejection	The tongue extends briefly and slightly at the centre of the mouth as if tasting something nasty. The gesture may be extremely subtle. An extreme version may be accompanied by a wrinkling of the nose and a squint of the eyes.
hand clamped over mouth	suppression, holding back, shock	Often an unconscious gesture of self-regulation — stopping speech for reasons of shock, embarrassment or for more tactical reasons. The gesture is reminiscent of the 'speak no evil' wise monkey. The action can be observed very clearly in young children when they witness something 'unspeakably' naughty or shocking. Extreme versions of the same effect would involve both hands.
nail biting	frustration, suppression	Nail-biting is an inwardly-redirected aggression borne of fear, or some other suppression of behaviour. Later nail-biting becomes reinforced as a comforting habit, again typically prompted by frustration or fear. Stress in this context is an outcome. Stress doesn't cause nail-biting; nail-biting is the outward demonstration of stress. The cause of the stress can be various things.









Head Movement and Position

The position of the head is vital in communication because it tells its own kind of story. Because it is the vault that holds the all-important brain, the head is vulnerable and tends to lead body direction – intent at self-protection. Due to a very flexible neck structure the head can turn, jut forward, withdraw, tilt sideways, forwards, backwards which offers a good indication of a person's likes and dislikes, how interested a person is in listening to another person talk, or how uncertain or suspicious he or she might be.

Slow nodding or tilting the head sideways indicates that the person is interested in what others are saying and wants them to continue talking. Fast nodding indicates the listener is impatient; the person has heard enough and may desire to speak. Tilting the head backward is a sign of hesitation, suspicion, or skepticism. Lowering the head is a subservient or insecure movement. This movement is often accompanied by a more closed off or weak posture. When the head moves from a lowered position to straight or even slightly raised, maybe even snapping back up, this is a sign of sudden interest. You can determine who is influential or has significant standing in a room by how often people look toward him or her.

The head is a mosaic of ears, eyes, nose and face, which means as a whole, it has more complex and visible muscular effects than any other area of the body. The forehead itself gives off countless signals. The head – when our hands interact with it – is dynamic and busy, communicating all sorts of messages – consciously and unconsciously. It is an important skill is to be able to piece together the signals given off the many different parts of the head. Each movement or part movement or combination of movements of these different parts has a meaning.

When athletes do something great, the first thing they usually do is tilt their heads back to look straight up. This is a sign of joy, happiness, and relief. There are instances where a person might look upward out of frustration, but that head movement is usually accompanied by other frustration indicators that happen just before.

Non-Verbal Cue	Possible meaning(s)	Detailed explanation
head nodding	agreement	Head nodding can occur when invited for a response, or voluntarily while listening. Sometimes, nodding is confusingly also referred to as 'head shaking up and down'. Head nodding when talking faceto-face one-to-one is easy to see, but do you always detect tiny head nods when addressing or observing a group?
slow head nodding	attentive listening	This can be a faked signal. As with all body language signals, you must look for clusters of signals rather than relying on one alone. Look at the focus of eyes to check the validity of slow head nodding.
fast head nodding	hurry up, impatience	Vigorous head nodding signifies that the listener feels the speaker has made their point or taken sufficient time. Fast head nodding is rather like the 'wind-up' hand gesture given off-camera or off-stage by a producer to a performer, indicating 'time's up - get off'.





head held up	neutrality, alertness	High head position signifies attentive listening, usually with an open or undecided mind, or lack of bias.
head held high	superiority, fearlessness, arrogance	Especially if exhibited with jutting chin.
head tilted to one side	non-threatening, submissive, thoughtfulness	A signal of interest, and/or vulnerability, which in turn suggests a level of trust. Head tilting is thought by some to relate to 'sizing up' something since tilting the head changes the perspective offered by the eyes and a different view is seen of the other person or subject. Exposing the neck is also a sign of trust.
head forward, upright	interest, positive reaction	Head forward in the direction of a person or other subject indicates interest. The rule also applies to a forward-leaning upper body, commonly sitting, but also standing, where the movement can be a distinct and significant advancement into a closer personal space zone of the other person. Head forward and upright is different to head tilted downward.
head tilted downward	criticism, admonishment	Head tilted downwards towards a person is commonly a signal of criticism or reprimand or disapproval, usually from a position of authority.
head shaking	disagreement	Sideways shaking of the head generally indicates disagreement but can also signal feelings of disbelief, frustration or exasperation. Obvious of course, but often ignored or missed where the movement is small, especially in groups seemingly reacting in silent acceptance.
pronounced head shaking	strong disagreement	The strength of the movement of the head usually relates to the strength of feeling, and often to the force by which the head-shaker seeks to send this message to the receiver. This is an immensely powerful signal and is used intentionally by some people to dominate others.
head down (in response to a speaker or proposition)	negative, disinterested	Head down is generally a signal of rejection (e.g. of someone's ideas), unless the head is down for a purpose like reading supporting notes. Head down when responding to criticism is a signal of failure, vulnerability (hence seeking protection) or feeling ashamed.
head down (while performing an activity)	defeat, tiredness	Lowering the head is a sign of loss, defeat, shame, etc. Hence the expressions such as 'don't let your head drop', and 'don't let your head go down', especially in sports and competitive activities. Head down also tends to cause shoulders and upper back to slump, increasing the signs of weakness at that moment.



chin up	pride, defiance, confidence	Very similar to the 'head held high' signal. Holding the chin up naturally alters the angle of the head backwards, exposing the neck, which is a signal of strength, resilience, pride or resistance. A pronounced raised chin does other interesting things to the body too - it tends to lift the sternum (breast-bone), which draws in air, puffing out the chest and it widens the shoulders. These combined effects make the person stand bigger. An exposed neck is also a sign of confidence. 'Chin up' is for these reasons a long-standing expression used to encourage someone to be brave.
active listening	attention, interest, attraction	When people are listening actively and responsively this shows in their facial expression and their head movements. The head and face are seen to respond fittingly and appropriately to what is being said by the speaker. Nodding is relevant to what is being said. Smiles and other expressions are relevant too. The head may tilt sideways. Mirroring of expressions may occur. Silences are used to absorb meaning. The eyes remain sharply focused on the eyes of the speaker, although at times might lower to look at the mouth, especially in male-female engagements.





Forehead

The forehead works in conjunction with other parts of the face and head.

A wrinkled forehead is always seen with raised eyebrows. If you try to wrinkle your forehead without raising your eyebrows, you will see it is difficult or impossible to do. The normal interpretation of wrinkled forehead is surprise or skepticism. It is physically possible to wrinkle only one side of the forehead, but it takes so much effort that you rarely see that gesture. However, just as it is possible to lift one eyebrow more than the other, so too is it possible to have more wrinkles on one side of the face.

To catch the proper interpretation of a raised forehead, look at the mouth. If the mouth is wide open in the shape of an "O" then you can be sure the forehead is signaling surprise. If the lips are pursed or clenched, then the forehead is projecting skepticism or anger. Some hairstyles can obscure the movement of the forehead. Still, you can use the bangs to make a determination. Note the position of the bangs to start. If a person's bangs move down to hang to the tops of the eyebrows or lower into the region of the pupils, you can infer how much the person raised a forehead.

Hitting the forehead with open palm usually is a sign of exasperation, normally with one's self. The gesture means "how stupid of me," or "how could I have missed that before?"

The forehead is often the first visible area of the body that sweats when a person is overheated. But signs of perspiration automatically appear when a person is overwrought or worried. For that reason, negotiators pay close attention to their opponent's forehead.

Touching the forehead with the tips of the fingers can have two different meanings depending on the position of the hand. If the hand is straight and the index finger touches the forehead, it is a greeting sign, like a salute. If the first three fingers touch the forehead at the same time, It means the person is in deep thought. When this gesture is accompanied by closed eyes it is the person's attempt to shut out distracting sights.

Rubbing of the forehead or temples is a sign that the person is deep in thought. Then you generally also see the person's thumb will be planted on one side of the forehead and the other fingers will slide back and forth in a linear or circular pattern. From this gesture you can usually infer that the person wants to be left alone to figure something out.





Hands

We submit signals through hand gestures, how we touch things, others, or ourselves. We can interrupt a conversation or send a negative message with hand gestures. We can have a negative impact with too many gestures or improper gestures. We have to be careful of interpreting or using gestures that may be very culture-specific. Still hands movements and gestures send an enormous amount of information in non-verbal communication.

Body language involving hands is extensive. This is because hands are such expressive parts of the body and because hands interact with other parts of the body. Hands contain many more nerve connections (to the brain) than most if not all other body parts. They are extremely expressive and flexible tools, so it is natural for hands to be used a lot in conscious signaling when we us emphasizing gestures, or unconsciously, in a wide range of **unintentional** movements which indicate hidden feelings and thoughts.

A nose or an ear by itself can do little to signal a feeling, but when a hand or finger is also involved, it is probably a signal of some sort.

Hands body language is used for various purposes, notably:

- o Emphasis, (pointing, jabbing, and chopping actions)
- Illustration (drawing, shaping, mimicking actions or sizing things in the air this big/long/wide/etc., phoning actions, etc)
- Specific conscious gestures, common to our culture
- Greeting people and waving goodbye
- Unconscious gestures that include interacting with other objects (pen, paper, jewelry) or parts of the body to indicate feelings such as doubt, deceit, pressure, openness, expectation

Supporting the head with the hand by resting an elbow on the table can indicate that the person is listening and is holding the head still in order to focus. On the other hand, supporting the head with both elbows on the table, can indicate monotony or boredom. A common gesture is pointing, not like an arrow at anyone or anything in particular, but pointing as if we were virtually touching an idea or emotion at a distance with a finger or outstretched hand. Unconscious pointing is significant. Usually a person unconsciously points in the direction of the person for whom they feel or share an affinity. This is important in meetings or group interactions. Hands in the pockets or a hand on the head can indicate nervousness or deception. Crossed arms can indicate anxiety, vulnerability, or a closed mind, a way to invisibly block or defend against the other person. Similarly, a person can hold an object, such as a pad of paper, as an invisible barrier or blocking gesture. Hands on the hips is usually a sign that a person is exerting dominance.

Body language experts generally agree that hands send more signals than any part of the body except for the face. Studying hands, therefore, yields a lot of information - hence the section below is large. While much of it may be universal or apply mostly to North American behaviour, due to cultural differences, please avoid assuming that these hand gestures apply to all people.



Signal	Part of body	Possible meaning	Detailed explanation
palm(s) up or open	hands	submissive, truthful, honesty, appealing	Said to evolve from when open upward palms showed no weapon was held. A common gesture with various meanings around a main theme of openness. Can also mean "I don't have the answer," or an appeal. In some situations, this can indicate confidence (such as to enable openness), or trust/trustworthiness. An easily faked gesture to convey innocence. Outward open forearms or whole arms are more extreme versions of the signal.
palm(s) up, fingers pointing up	hands	defensive, instruction to stop	Relaxed hands are more likely to be defensive as if offered up in protection; rigid fingers indicate a more authoritative instruction or request to stop whatever behaviour is promoting the reaction.
palm(s) down	hands	authority, strength, dominance	Where the lower arm moves across the body with palm down this is generally defiance or firm disagreement.
palm up and moving up and down as if weighing	hands	striving for or seeking an answer	The hand is empty but figuratively holds a problem or idea as if weighing it. The signal is one of 'weighing' possibilities.
hand(s) on heart (left side of chest)	hands	seeking to be believed	Although easy to fake, the underlying meaning is one of wanting to be believed, whether being truthful or not. Hand on the heart can be proactive, as when a salesman tries to convince a buyer, or reactive, as when claiming innocence or shock. Whatever, the sender of this signal typically feels the need to emphasize their position as if mortally threatened, which is rarely the case.
finger pointing (at a person)	hands	aggression, threat, emphasis	Pointing at a person is very confrontational and dictatorial. Commonly adults do this to young people. Adult to adult it is generally unacceptable and tends to indicate a lack of social awareness or self-control aside from arrogance on the part of the finger pointer. The finger is thought to represent a gun or pointed weapon. Strongly associated with anger, directed at another person. An exception to the generally aggressive meaning of finger-pointing is the finger point and wink, below.
finger point and wink	hands/ eyes	acknowledgement or confirmation	The subtle use of a winked eye with a pointed finger changes the finger point into a different signal, that of acknowledging something, often a contribution or remark made by someone, in which case the finger and wink are directed at the person concerned, and can be a signal of positive appreciation, as if to say, "You got it," or "You understand it, well done".
finger pointing (in the air)	hands	emphasis	Pointing in the air is generally used to add emphasis, by a person feeling in authority or power.



finger wagging (side to side)	hands	warning, refusal	Rather like the waving of a pistol as a threat. "Stop it/do as you are told"
finger wagging (up and down)	hands	admonishment, emphasis	The action is like pressing a button on a keypad several times. Like when a computer or elevator won't work, as if pressing the button lots of times will make any difference.
hand chop	hands	emphasis - especially the last word on a matter	The hand is used like a guillotine, as if to kill the discussion.
clenched fist(s)	hands	resistance, aggression, determination	One or two clenched fists can indicate different feelings - defensive, offensive, positive or negative, depending on context and other signals. Logically a clenched fist prepares the hand (and mind and body) for battle of one sort or another, but in isolation, the signal is impossible to interpret more precisely than a basic feeling of resolve.
finger tips and thumbs touching each other on opposite hands ('steepling')	hands	thoughtfulness, looking for or explaining connections or engagement	Very brainy folk use this gesture since it reflects complex and/or elevated thinking. In this gesture only the fingertips touch — each finger with the corresponding digit of the other hand, pointing upwards like the rafters of a tall church roof. Fingers are spread and may be rigidly straight or relaxed and curved. Alternating the positions (pushing fingers together then relaxing again — like a spider doing press-ups on a mirror) enables the fascinating effect (nothing to do with body language), which after enough repetition can produce a sensation of having a greased sheet of glass between the fingers.
steepled fingers pointing forward	hands	thoughtfulness and barrier	The upwards-pointing version tends to indicate high-minded or connective/complex thinking, however, when this handshape is directed forward it also acts as a defensive or distancing barrier between the thinker and other(s) present.
palms down moving up and down, fingers spread	hands	seeking or asking for calm, loss of control of a group or situation	Seen often in rowdy meetings the gesture is typically a few inches above the tabletop, but also seen standing up. The action is one of suppressing or holding down a rising pressure. Teachers use this gesture when trying to quiet a class.
cracking knuckles	hands	comforting habit, attention-seeking	Usually male. Machismo or habit. Meaning depends on context. No-one knows still exactly how the noise is made, but the notion that the practice leads to arthritis is now generally thought to be nonsense.
interwoven clenched fingers	hands	frustration, negativity, anxiousness	Usually, hands would be on a table or held across the stomach or on the lap.



index finger	hands	satisfaction, 'OK'	Generally seen to be the 'OK' signal, similar to the 'thumbs up'. It
and thumb touching at tips	manus	satisfaction, ox	may be to oneself quietly, or more pronounced directed to others. There is the sense of this suggesting something being 'just right' as if the finger and thumb are making a fine adjustment with a pinch of spice or a tiny turn of a control knob. The circle formed by the joined finger and thumb resembles the
			O from OK. The remaining three fingers are spread.
thumb(s) up	hands	positive approval, agreement, all well	In the Western world this 'thumbs up' signal means approved. It is a very positive signal. Two hands is a bigger statement of the same meaning.
thumbs down	hands	disapproval, failure	Logically the opposite of thumbs up. Rightly or wrongly, the thumbs up and down signals are associated with the gladiatorial contests of the ancient Roman arenas in which the presiding dignitary would signal the fate of the losing contestants.
thumb(s) clenched inside fist(s)	hands	self-comforting, frustration, insecurity	As with other signals involving holding or stroking a part of one's own body, this tends to indicate self-comforting. Also thumbs are potent and flexible tools, so disabling them logically reduces a person's readiness for action.
hand held horizontally and rocked from side to side	hands	undecided, in the balance	Signaling that a decision or outcome, normally finely balanced and difficult to predict or control, could go one way or another.
rubbing hands together	hands	anticipation, relish	A signal – often a conscious gesture – of positive expectation and often related to material or financial reward or an enjoyable activity and outcome.
hand(s) clamped over mouth	hands/mout h	suppression, shock	See the mouth/hand clamp entry in mouth section, which is a subject in its own right.
touching nose, while speaking	hands / nose	lying or exaggeration	This is said to hide the reddening of the nose caused by increased blood flow. Can also indicate mild embellishment or fabrication. The children's story about Pinocchio (the wooden puppet boy whose nose grew when he told lies) reflects long-standing associations between the nose and telling lies.
scratching nose, while speaking	hands/nose	lying or exaggeration	Nose-scratching while speaking is a warning sign, unless the person genuinely has an itchy nose. Often exhibited when recounting an event or incident.



pinching or rubbing nose, while listening	hands / nose	thoughtfulness, suppressing comment	In many cases this is unconscious signaling of holding back or delaying a response or opinion. Pinching the nose physically obstructs breathing and speech, especially if the mouth is covered at the same time. Rather like the more obvious hand-clamp over the mouth, people displaying this gesture probably have something to say but are choosing not to say it yet.
picking nose	hands/nose	day-dreaming, inattentive, socially disconnected, stress	Nose picking is actually extremely common among adults but does not aid career development or social acceptance and is therefore normally a private affair. When observed, nose-picking can signify various states of mind, none particularly positive.
pinching bridge of nose	hands / nose	negative evaluation	Usually accompanied with a long single blink.
hands clamped on ears	hands / ears	rejection of or resistance to something	Not surprisingly gestures involving hands covering the ears signify a reluctance to listen and/or to agree with what is being said or to the situation as a whole. The gesture is occasionally seen by a person doing the talking, in which case it tends to indicate that other views and opinions are not wanted or will be ignored.
ear tugging	hands/ears	indecision, self- comforting	People fiddle with their own bodies in various ways when seeking comfort, but ear-pulling or tugging given suitable supporting signs can instead indicate indecision and related pondering.
hands clasping head	hands/head	calamity	Hands clasping head is like a protective helmet against some disaster or problem.
hand stroking chin	hands/chin	thoughtfulness	The stroking of a beard is a similar signal, although rare among women.
hand supporting chin or side of face	hands/chin, face	evaluation, tiredness or boredom	Usually, the forearm is vertical from the supporting elbow on a table. People who display this signal are commonly assessing or evaluating next actions, options or reactions to something or someone. If the resting is heavier and more prolonged, and the gaze is unfocused or averted, then tiredness or boredom is a more likely cause. A lighter resting contact is more likely to be evaluation, as is lightly resting the chin on the knuckles.
chin resting on thumb, index finger pointing up against face	hands/chin	evaluation	This is a more reliable signal of evaluation than the above full-hand support. Normally the supporting elbow will be on a table or surface. The middle finger commonly rests horizontally between chin and lower lip.
neck scratching	hands / neck	doubt, disbelief	Perhaps evolved from a feeling of distrust and instinct to protect the vulnerable neck area. Who knows - whatever, the signal is generally due to doubting or distrusting what is being said.



hand clasping wrist	hands / wrist	frustration	Clasping a wrist, which may be behind the back or in open view, can be a signal of frustration as if holding oneself back.
running hands through hair	hands/hair	flirting, or vexation, exasperation	Take your pick – running hands through the hair is commonly associated with flirting and sometimes it is, although given different supporting signals, running hands through the hair can indicate exasperation or upset.
hand(s) on hip(s)	hands/arms	confidence, readiness, availability	The person is emphasizing their presence and readiness for action. Observable in various situations, notably sport and less pronounced poses in social and work situations. In social and flirting context it is said that the hands are drawing attention to the genital area.
hands in pockets	hands/arms	disinterest, boredom	The obvious signal is one of inaction, and not being ready for action. Those who stand with hands in pockets – in situations where there is an expectation for people to be enthusiastic and ready for action – demonstrate apathy and lack of interest in the situation.
removing spectacles	hands/spect acles	alerting wish to speak	For people who wear reading-only spectacles, this is an example of an announcement or alerting gesture, where a person readies themselves to speak and attracts attention to the fact. Other alerting signals include raising the hand, taking a breath, moving upwards and forwards in their seat.
playing an imaginary violin	hands/arms	mock sympathy or sadness	The 'air violin' has been around a lot longer than the 'air guitar', and is based on the traditional use of violin music as a theme or background for sad scenes in movies and in music generally. The 'air violin' is not typically included in body language guides; it's here as an amusing gesture which demonstrates our conscious practice and recognition of certain signals.
thumb and fingers formed into a tube and rocked side to side or up and down (mainly male)	hands	offensive - mockery, dissatisfaction, expression of inferior quality	A conscious signal, usually one-handed. Insulting gesture if directed at a person, typically male to male, since it mimics masturbation, like calling a person a 'tosser' or a 'wanker' (UK) or a jerk-off (US). This is obviously rude and not used in a respectable setting. The gesture is also used as a response to something regarded as poor quality, which might be a performance or piece of work or a comment on a product of some sort. The allusion is to masturbation being a poor substitute for sex with a woman and that those who masturbate are not 'real men'. Unsurprisingly the gesture is mainly male, directed at other males, especially in tribal-like gatherings. Rare female use of this gesture directed at males can be very effective due to its humiliating value. For obvious reasons the gesture is unlikely to be used by females or males directed at females.



two-fingered V-sign, palm inward (mainly male)	hands/finge rs	offensive - derision, contempt	A consciously offensive and aggressive gesture, also called 'flicking the Vs', widely but probably incorrectly thought to derive from the 1415 Battle of Agincourt in the Hundred Years War when the tactically pivotal Welsh longbowmen supposedly derided the beaten French soldiers' and their threats to cut off the bowmen's fingers.
two-fingered V-sign, palm outward	hands fingers	victory, peace	British 2nd World War leader Winston Churchill popularized the victory usage, although apparently, significantly if so, first used the palm inwards version until he was told what it meant to the working classes.
palm(s) up or open	hands	submissive, truthful, honesty, appealing	Said to evolve from when open upward palms showed no weapon was held. A common gesture with various meanings around a main theme of openness. Can also mean "I don't have the answer," or an appeal. In some situations, this can indicate confidence (such as to enable openness), or trust/trustworthiness. An easily faked gesture to convey innocence. Outward open forearms or whole arms are more extreme versions of the signal.





Non-Verbal Signals G	Non-Verbal Signals Given By Handshakes			
handshake - equal and vertical	non-threatening, relaxed	Most handshakes are like this when neither person seeks to control or to yield.		
pumping handshake	enthusiasm	A vigorous pumping handshake tends to indicate energy and enthusiasm of the shaker towards the other person, the meeting, situation or project. There is a sense of attempting to transfer energy and enthusiasm, literally, from the vigorous hand-shaker to the other person, hence the behaviour is popular in motivational folk and evangelists.		
weak handshake	various	Avoid the common view that all weak handshakes are a sign of a weak or submissive person. It is not. Weak handshakes can be due to various aspects of personality, mood and so on. People who use their hands in their profession, for example, musicians, artists, surgeons can have quite gentle sensitive handshakes. Strong but passive people can have gentle handshakes. Old people can have weak handshakes. A weak handshake might be due to arthritis. Young people unaccustomed to handshaking can have weak handshakes. It's potentially a very misleading signal.		
firm handshake	outward confidence	Again, avoid the common view that a firm handshake is the sign of a strong solid person. It is not. Firm handshakes are a sign of outward confidence, which could mask deceit, a weak bullying nature or indicate a strong solid person. Strength of a handshake is not by itself an indicator of positive 'good' mood or personality, and caution is required in reading this signal. It is widely misinterpreted.		
handshake with arm clasp	seeking control, paternalism	When a handshake is accompanied by the left hand clasping the other person's right arm this indicates a wish to control or a feeling of care, which can be due to arrogance. To many, this represents an unwanted invasion of personal space, since touching 'permission' is for the handshake only.		













Arms

Arms act as defensive barriers when across the body, and conversely indicate feelings of openness and security when in open positions, particularly when combined with open palms. Arms are quite reliable indicators of mood and feeling, especially when interpreted with other body language signals.

This provides a good opportunity to illustrate how signals combine to enable safer analysis. For example:

- Crossed arms = possibly defensive
- Crossed arms + crossed legs = probably defensive
- o Crossed arms + crossed legs + frowning + clenched fists = definitely defensive and probably hostile as well

Non-Verbal Cue	Possible meaning(s)	Detailed explanation
crossed arms (folded arms)	defensiveness, reluctance	Crossed arms represent a protective or separating barrier. This can be due to various causes, ranging from severe animosity or concern to mild boredom or being too tired to be interested and attentive. Crossed arms are a commonly exhibited signal by subordinates feeling threatened by bosses and figures of authority. Note: People also cross arms when they are feeling cold, so be careful not to misread this signal.
crossed arms with clenched fists	hostile defensiveness	Clenched fists reinforce stubbornness, aggression or the lack of empathy indicated by crossed arms.
gripping own upper arms	insecurity	Gripping upper arms, while folded, is effectively self-hugging. Self-hugging is an attempt to reassure unhappy or unsafe feelings.
one arm across body clasping other arm by side (female)	nervousness	It is a 'barrier' protective signal and also self-hugging.
arms held behind body with hands clasped	confidence, authority	As demonstrated by members of the royal family, armed forces officers, teachers, policemen, etc.
handbag held in front of body (female)	nervousness	Another 'barrier' protective signal.
holding papers across chest (mainly male)	nervousness	Another 'barrier' protective signal, especially when the arm is across the chest.
adjusting cuff, watchstrap, tie, etc., using an arm across the body	nervousness	Another 'barrier' protective signal.
arms/hands covering genital region (male)	nervousness	Another 'barrier' protective signal.





holding a drink in front of body with both hands	nervousness	Another 'barrier' protective signal.
seated, holding drink on one side with hand from other side	nervousness	One arm rests on the table across the body, holding a drink (or pen, etc). Another 'barrier' protective signal.
touching or scratching shoulder using arm across body	nervousness	Another 'barrier' protective signal.





Legs and Feet

Our legs are the largest area of the body, so when they move, you would assume it would be easy to notice. Yet, we tend to ignore the importance of studying a person's feet and legs. As general rule, people focus on controlling their facial expressions, upper body gestures, and posture. Legs and feet body language is more difficult to control consciously or fake than some body language of arms, hands and face. Therefore, the feet and legs are revealing important clues about their feelings and moods, more specifically the person's readiness or eagerness to move. It does not matter if a person is standing or sitting. Where the feet point indicates which direction the individual would like to move. In a group conversation, when a person's feet point to the interior of the circle, it means they are engaged or finding connection within the group. When one foot points outward, as if they are poised to pivot, it usually means they are ready to move on. You can tell a lot about group dynamics just by studying the body language of people involved. In one on one situations, when a person's feet point in your direction this can be a good indication he or she views you favorably. If the feet point in another direction, it is more likely they would rather not engage in conversation.

When the ankles are locked together, either while standing or seated, it can communicate nervousness or apprehension.

A shaky leg signals anxiety, irritation, or both.

Aspects to consider when interpreting body language of legs and feet:

- Men and women sit differently, which needs to be considered when reading leg body language. Partly due to clothing and partly due to sexual differences, men naturally exhibit more open leg positions than women, which should be allowed for when interpreting signals. Certain open-leg male positions are not especially significant in men but would be notable in women, especially combined with a short skirt.
- Older women tend to adopt more modest closed leg positions than younger women, due to upbringing, social trends, equality and clothing. Take account of these influences when evaluating signals.
- Also, consider that when people sit for half-an-hour or more they tend to change their leg positions, which
 can include leg crossing purely for comfort reasons. Allow for this when interpreting signals.
- Leg signals tend to be supported by corresponding arms signals, for example, crossed arms and crossed legs,
 which aside from comfort reasons generally indicate detachment, disinterest, rejection or insecurity, etc.

Note. Where the terms 'leg-crossing' and 'crossed legs' are used alone, this refers to the legs being crossed at both knees. The 'American' or 'Figure-4' leg cross entails the supporting leg being crossed just above the knee by the ankle or lower calf of the crossing leg. This makes a figure-4 shape, hence the name. The posture is also called the American leg cross because of its supposed popularity in the US compared to the UK, notably among males.



Non-Verbal Cue	Possible meaning(s)	Detailed explanation
leg direction, sitting - general	interest, attentiveness (according to direction)	Generally, a seated person directs their knee or knees towards the point of interest. The converse is true also - legs tend to point away from something or someone which is uninteresting or threatening. The rule applies with crossed legs also, where the upper knee indicates interest or disinterest according to where it points. The more direct and obvious the position, the keener the attraction or repellent feeling.
uncrossed legs, sitting - general	openness	In sitting positions, open uncrossed leg positions generally indicate an open attitude, contrasting with crossed legs, which normally indicate a closed attitude or a degree of caution or uncertainty.
parallel legs together, sitting (mainly female)	properness	This unusual in men, especially if the knees point an angle other than straight ahead. The posture was common in women due to upbringing and clothing and indicates a sense of properness.
crossed legs, sitting - general	caution, disinterest	Crossed legs tend to indicate a degree of caution or disinterest, which can be due to various reasons, ranging from feeling threatened, to mildly insecure.
crossing legs, sitting - specific change	interest or disinterest in direction of upper crossed knee	Generally, the upper crossed leg and knee will point according to the person's interest. If the knee points towards a person then it signifies interest in or enthusiasm for that person — if it points away from a person it signifies disinterest in or a perceived threat from that person. Signs are more indicative when people first sit down and adopt initial positions in relation to others present. Signs become less reliable when people have been sitting for half-an-hour or so, when leg crossing can change more for comfort than body language reasons.
American or figure-4 leg cross	independent, stubborn	The 'American' or 'figure-4' leg cross is a far more confident posture than the conventional 'both knees' leg cross. It exposes the genital region, typically causing the upper body to lean back. The crossed leg is nevertheless a protective barrier so this posture is regarded as more stubborn than the 'both knees' leg cross.
American or figure-4 leg cross with hand clamp	resistant, stubborn	This is a more protective and stubborn version of the plain American leg cross, in which (usually) the opposite hand to the crossing leg clamps and holds the ankle of the crossing leg, effectively producing a locked position, which reflects the mood of the person.
ankle lock, sitting	defensiveness	Knees may be apart (among men predominantly) or together (more natural in women). There is also a suggestion of suppressing negative emotion.



open legs, sitting (mainly male)	arrogance, combative, sexual posturing	This is a confident dominant posture. Happily extreme male open-crotch posing is rarely exhibited in polite or formal situations since the signal is mainly sexual. This is a clear exception to the leg/knee point rule since the pointing is being done by the crotch, whose target might be a single person or a wider audience. Not a gesture popularly used by women, especially in formal situations and not in a skirt. Regardless of gender, this posture is also combative because it requires space and makes the person look bigger. The impression of confidence is increased when arms are also in a wide or open position.
splayed legs, standing	aggression, ready for action	Splayed, that is wide-parted legs create (usually unconsciously) a firm base from which to defend or attack, and also make the body look wider. Hands-on hips support the interpretation.
standing 'at attention'	respectful	Standing upright, legs straight, together and parallel, the body quite upright, shoulders back, arms by sides — this is like the military 'at attention' posture and is often a signal of respect or subservience adopted when addressed by someone in authority.
legs intertwined, sitting (female)	insecurity or sexual posing	Also called 'leg twine', this is a tightly crossed leg, twined or wrapped around the supporting leg. Depending on the circumstances the leg twine can either be a sign of retreat and protection, or a sexual display of leg shapeliness since a tight legcross tends to emphasize muscle and tone. Assessing additional body language is crucial for interpreting such signals of potentially very different meanings.
legs crossed, standing (scissor stance)	insecurity or submission or engagement	Typically observed in groups of standing people at parties or other gatherings, defensive signals such as crossed legs and arms among the less confident group members is often reinforced by a physical and audible lack of involvement and connection with more lively sections of the group. Where legs are crossed and arms are not, this can indicate a submissive or committed agreement to stand and engage, so the standing leg cross relays potentially quite different things.
knee buckle, standing	under pressure	Obviously a pronounced knee buckle is effectively a collapse due to severe stress or actually carrying a heavyweight and similarly a less obvious knee bend while standing can indicate the anticipation of an uncomfortable burden or responsibility.
feet or foot direction or pointing	foot direction indicates direction of interest	Like knees, feet tend to point towards the focus of interest - or away from something or someone if it is not of interest. Foot direction or pointing in this context is a subtle aspect of posture - this is not using the foot to point at something — it is merely the direction of the feet when sitting or standing in relation to people close by.



foot forward, standing	directed towards dominant group member	The signal is interesting among groups when it can indicate perceptions of leadership or dominance, i.e., the forward foot points at the leader or strongest member of the group.
shoe-play (female)	relaxation, flirting, sexual	A woman would usually be relaxed to display this signal. In certain situations, dangling a shoe from the foot, and more so slipping the foot in and out of the shoe has sexual overtones.





Proximity and Personal Space (Proxemics)

Proximity is the amount of space people find comfortable between themselves and others. Various factors influence how closely we sit or stand next to someone. Personal space dimensions depend notably on the individual, cultural norms, living background, the situation, the topic discussed, relationships and the unique patterns of the people nearby. However, some general parameters apply to most people, which for North American, are shown below.

If you wish to determine if another person views you favourably, pay attention to how close he or she stands or sits next to you. You can tell a lot about the rapport between two people by observing the proximity between them. It can show empathy, affection, or bonding.

However, besides the closeness of a relationship, close physical space can communicate many different non-verbal messages, including: dominance or aggression. It could mean the conversation requires privacy; the people do not want to disturb others; the room is too noisy and they want to simply hear each other; or they had no choice but to sit next to each other due to a lack of seating. Consider that the distance that is acceptable for a personal relationship or social gatherings may be inappropriate for certain business or even acceptable in some cultures. At greater distances, subtle facial expressions can be lost so you may have to pay closer attention to hand gestures or larger head movements to interpret underlying cues.

There are five distinct space zones, which are the basis of this personal space analysis. The first zone is sometimes shown as a single zone comprising two sub-zones.

Zone	Distance	For	Detailed Explanation
1. Close intimate	0-15cm 0-6in	lovers, and physical touching relationships	Sometimes included with the 2nd zone below, this is a markedly different zone in certain situations, for example, face-to-face contact with close friends rarely encroaches within 6 inches but commonly does with a lover.
2. Intimate	15-45cm 6-18in	physical touching relationships	Usually reserved for intimate relationships and close friendships, but also applies during consenting close activities such as contact sports and crowded places such as parties, bars, concerts, public transport, queues and entertainment and sporting spectator events. Nonconsenting intrusion into this space is normally felt to be uncomfortable at best or very threatening and upsetting at worst. Within the intimate zone a person's senses of smell and touch (being touched) become especially exercised.
3. Personal	45-120cm 18in-4ft	family and close friends	Touching is possible in this zone but intimacy is off-limits. Hence touching other than hand-shaking is potentially uncomfortable.
4. Social- consultative	1.2-3.6m 4-12ft	non-touch interaction, social, business	Significantly hand-shaking is only possible within this zone if both people reach out to do it. Touching is not possible unless both people reach to do it.
5. Public	3.6m+ 12ft+	no interaction, ignoring	People establish this zonal space when they seek to avoid interaction with others nearby. When this space is intruded by another person it creates discomfort or an expectation of interaction.







Audible Signals

Body language and the spoken words themselves do not provide all the clues. We use audible signals (apart from the words themselves) which also provide lots of clues about feeling, mood, motive and personality. We use word choice and grammar to convey meaning, but we rely on other sounds and silences that are quite different from the spoken words, to convey additional emphasis or meaning, different, and even underlying significance.

- Pitch (the constant musical note of the voice)
- Pace (speed or rate of talking)
- Volume from whispering to shouting
- Volume variation (how volume changes in phrases or longer passages of speech)
- Intonation and 'musicality' (how the pitch changes according to what is being said)
- Timbre (quality or sound of the voice, and how this changes)
- Emphasis (of syllables, words or phrases)
- Projection (where the voice is being projected to for example lots of projection as if talking to a big group, or none as if mumbling)
- Pauses, silences and hesitation
- 'Erm's and 'erh's
- o Gasps, tuts, and other intakes and exhalations of breath
- Habits, such as "I think...," "You know...," "Like...,"
- Laughing and giggling (which can be interspersed within speech, or separate signals, such as nervous laughter)

And all sorts of other audible/vocal effects, including:

- Accents and dialects
- Accent affectations ('received' or conditioned, false or exaggerated permanent or temporary. People have a telephone voice, a voice for talking to authority figures, or an intimate voice for talking with friends and loved ones.
- Mispronunciations, malapropisms, misuse of a word, spoonerisms (can be done purposely for humour, sometimes accidental). They are actually very common. Some people can mispronounce words through long glittering careers. There are bound to be things we read or are vaguely familiar with, and thus not able to pronounce correctly.
 - Spoonerism letters can be deliberately transposed for humour: no bout adout it (no doubt about it)



- Malapropism the mistaken use of an incorrect word in place of a word with a similar sound
 What are you incinerating about me? (what are you insinuating about me);
 could of ("could've"); expresso (espresso); deteriate (deteriorate); ecksetra (et cetera) antidote (anecdote)
 mis-CHEE-vous (mischievous)
- Drying up, being lost for words, stuttering (stutter and stammer are synomymous in the world of speechlanguage pathology)
- o Cluttering, speaking fast and jamming words together, or say "uh" often.
- Over-talking (feeling the need to fill a silence)
- Interrupting
- Holding back (someone has something to say but isn't saying it)
- Coughs and grunts (some types of coughing suggest something other than a tickly throat)
- Belching and burping
- Whistling
- o Tongue clicking, teeth-sucking, blowing raspberries, etc





Mirroring - Matching Body Language Signals

Have you ever noticed someone mimicking your body language or that of someone else in the room? When two people are mirroring each other, it is a sign that they are in sync to one another and there is comfort, trust, and rapport between them. We tend to mirror each other when the conversation is going well and we are feeling a connection. There is relevance in matching body language signals:

- o 'Mirrored' or synchronized body language between two people encourages feelings of trust and rapport because it generates unconscious feelings of affirmation.
- When another person displays similar body language to our own, it makes us react unconsciously to feel, "This person is like me, agrees with the way I am. I like this person; we are similar; he/she likes me too."
- The converse effect applies. When two people's body language signals are different i.e., not synchronized they feel less like each other, and the engagement is less comfortable. Each person senses a conflict arising from the mismatching of signals the two people are not affirming each other instead, the mismatched signals translate into unconscious feelings of discord, discomfort or even rejection. The unconscious mind thinks, "This person is not like me or he/she is different to me, I am not being affirmed, therefore I feel defensive."

The term synchronized is arguably a more accurate technical term because mirroring implies visual signals only when the principles of matching body language extend to audible signals also – notably speech pace, pitch or tone and so on. Mirroring in this conscious sense is not simply copying or mimicking. Mirroring is effective when movements and gestures are reflected in a similar way so that the effect remains unconscious and subtle. Obvious copying would be regarded as strange or insulting.

We see synchronized behaviours a lot. You see it at networking events, between romantic partners, and during conversations with colleagues. People adopt this desire-to-please behaviour subconsciously, especially when they want another person to like and trust them. People sit at a table, lean on an elbow, sip drinks at the same time. Then they lean back and relax, we do the same. Try it, when you sit across from someone. Change your body posture and see if the other person changes theirs similarly.

We see signs of automatic empathy in mimicry. Take when football fans mimic the motions of their favourite athletes on the field by how they throw their shoulders into a move or flinch when the athlete gets hit. Watch any boxing match and you see the entire crowd mimicking the pain of the punches or ducking to avoid one. Watching a televised Nascar race or a chase scene in a movie, people automatically tense their muscles and lean into the turns. Laughter and yawning can be contagious.

Essentially, people are often surprised to realize that they are mirroring each other. If someone mimics your body language, this is a very good sign that he or she is trying to establish a rapport with you. Sales people and other professional communicators are widely taught to mirror all sorts of more subtle signals, as a means of creating trust and rapport with the other person, and to influence attitudes. However, deliberately trying to mirror another person's behavior without being truly engaged can backfire, because others are likely to notice and see it as an attempt at manipulation.







Body Language of Seat Positioning

The 'science' of where people sit in relation to each other, on what and around what, is fascinating and offers opportunities for improving relationships, communications, cooperation and understanding. Lots of unnecessary friction is created in communications situations due to ignorance and lack of thought about seating positions.

These points are generally for the purpose of a leader or someone aspiring to lead, coach, counsel, etc. They are also pertinent in one-on-one situations like appraisals, interviews and so on.

DONT's – Less Favourable Seating Positions

- Sitting opposite someone creates a feeling of confrontation. For one-to-one meetings, especially with emotional potential (appraisals for example) take care to arrange seating before the meeting to avoid opposite-facing positions. If you cannot arrange the seating give very deliberate thought to seating positions before you sit down and/or before you invite the other person to sit don't just let it happen because commonly, strangely, people often end up sitting opposite if free to do so.
- Consider the rules about personal space. Do not place chairs so close together that personal space will be invaded. Conversely sitting too far apart will prevent building feelings of trust and private/personal discussion.
- Sitting opposite someone across a table or desk adds a barrier to the confrontational set-up and can create a
 tension even when the relationship is good and strong. It's easy to forget this and to find yourself sitting
 opposite someone when there are only two of you at the table.
- Sitting behind a work-desk (the boss behind his/her own desk especially) and having someone (especially a subordinate) sit in a less expensive lower chair across the desk emphasizes the authority of the boss and adds unhelpfully to the barrier and the confrontational set-up. This seating arrangement will increase the defensiveness of anyone already feeling insecure or inferior. This positioning is favoured by certain bosses seeking to reinforce their power, but it is not helpful in most modern work situations and is not a helpful way to increase respectful natural authority anyway.

DO's - Favourable Seating Positions

- Sitting at a diagonal angle of about 45 degrees to another person is a comfortable and cooperative
 arrangement. This is achieved naturally by both sitting around the same corner of a square table, which also
 enables papers to be seen together without too much twisting.
- The same angle is appropriate for and easy-chairs around a coffee-table. A table ceases to become a barrier when people are sitting at a diagonal angle, instead, it becomes a common work surface for studying papers, or exploring issues together. The 45-degree rule is approximate. Under most circumstances seating angles are influenced by furniture and available space. An angle somewhere in the range of 30-60 degrees if you want to be technical about it.



- Sitting side by side on a settee is not a good arrangement for working relationships. It threatens personal space, and obstructs communications.
- Low settees and easy-chairs and low coffee tables that cause people to sink and relax back are usually unhelpful for work meetings. For this reason, much seating in hotel lounges is entirely unsuitable for work meetings. People naturally are more alert and focused on using a higher formal table and chairs.
- Interviews and appraisals can benefit from relaxed or more formal seating depending on the situation.
 Importantly make a conscious choice about furniture depending on the tone of the meeting, and how relaxed you want the meeting to be.

In large gatherings of 20-30 people or more, a 'top table' is often appropriate for the leader and guest speakers. While this seems like a throwback to more autocratic times, it is perfectly workable. Larger groups of people are far more likely to expect firm direction/leadership. If not to make decisions, then most certainly to keep order and ensure the smooth running of proceedings. Therefore, seating arrangements for large groups should provide a clear position of control for the chairperson or event leaders.

Other Information on Seating Position

- o Round tables are better than square or oblong tables for the group and team meetings. Obviously this works well because no-one is at the head of the table, which promotes a feeling of equality and teamwork. King Arthur or the creator of the legend (King Arthur and the Knights of the Round Table) opted for a round table for this reason. The term 'round table' has come to symbolize teamwork and fairness. Unfortunately, round tables are not common in offices, which means thinking carefully about the best seating arrangements using square or oblong tables.
- A confident leader will be happy to avoid taking the 'head of the table' position, instead to sit among the team, especially if there are particular reasons for creating a cooperative atmosphere. Conversely it is perfectly normal for a leader to take the 'head of the table' if firmness is required in chairing or mediating, etc. It is usually easier to chair a meeting from the head of the table position.
- Theory suggests that when a group sits around a table the person sitting on the leader's right will generally be the most loyal and aligned to the leader's thinking and wishes. A (likely) mythical origin is said to be that in Roman times a leader would place their most loyal supporter to their right because this was the most advantageous position from which to attempt an assassination by stabbing (given that most people then as now were right-handed). Assassination by stabbing is rare in modern work meetings, so positioning an opponent on your right side (instead of allowing the normal opposite positioning to happen) can be a useful tactic since this indicates confidence and strength.



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