

Index

- Academia, 131–132, 204–206
- Accenting nonverbal behaviors, 11–12
- Accents (language), 54. *See also* Voice(s)
- Active use of nonverbal communication.
See Deliberate body language
- Adapting nonverbal behaviors, 83–84, 175–176
- Adult children, 167–168. *See also* Children; Parents
- Advertising, 39
- Affection, 115–117. *See also* Attraction; Liking messages; Touch
- Age, impact of, 27, 70
- Altering nonverbal behaviors, 83–84, 175–177
- American media, global impact of, 197–198
- Anger, 41, 117–118. *See also* Arguments; Conflicts
- Appearance, 51–54, 104–105. *See also* Attractiveness, physical
- Architecture, effect on physical environment, 69
- Arguments, 93–96. *See also* Anger; Conflicts
- Arms, 44, 49, 178
- Attention, attracting, 41. *See also* Attraction
- Attraction. *See also* Affection; Attractiveness, physical; Intimacy; Liking messages
- appearance and, 53
- body language and, 40, 41, 63, 147
- elements of, 120–123
- preteens and, 166
- sexual harassment and, 48
- smells and, 19
- Attractiveness, physical, 51–54, 104–105, 120, 122–123. *See also* Attraction
- Babies, 29, 39, 149, 161–162. *See also* Children; Parents
- Back, turning, 68, 178
- Behaviors:
- changing, 83–84, 175–177
 - deliberate, 89 (*see also* Deliberate body language)
 - masking, 27, 42 (*see also* Controlling body language; Faking)
 - nonverbal (*see* Body language; Nonverbal communication)
 - predicting, 5
- Blinking, 39–40. *See also* Eyes
- Blowing nose, 196–197
- Body language. *See also* Deliberate body language; Elements of body language; Nonverbal communication; Practical applications of body language; Spontaneous body language
- appropriateness of, 61–75
- awareness of, 184–185

- Body language (*Continued*)
 consistency of, 137–138
 definition of, 2
 influence of, 3–4, 22–23, 108–109,
 128–141
 meaning of, 69–70
 power of, 18–33, 175–176
 studies of, 6–7
 types of, 9–12
 Body lowering, 94–95. *See also* Elevation;
 Height
 Body movements. *See* Movements
 Body shapes and sizes, 51. *See also*
 Appearance
 Bowing, 94, 207. *See also* Body lowering;
 Cultural differences
 Brain, 135–136, 149, 166–167
 Bubbles, personal, 79, 83–84. *See also*
 Personal space
 Building rapport, 66, 106–107, 134
 Bullying. *See* Dominance; Personal
 identity; Status
 Business environments, 128–132,
 206–207

 Casual business environments, 130–131
 Changing nonverbal behaviors, 83–84,
 175–177
 Children, 156–171. *See also* Babies;
 Parents
 communication with body language
 and, 27, 149, 206
 deception and, 112
 development of, 157–161
 dominance/submission and, 93, 95–96
 eye contact and, 38
 facial expressions and, 42, 161, 162
 perception of status and, 91
 Choices, 73–74. *See also* Freedom
 Cleanliness. *See* Appearance
 Clothing, 51–52. *See also* Appearance;
 Dress codes
 Colors, 39, 64–65
 Comfort, physical *vs.* psychological,
 64–65
 Communication, improving, 83–85. *See
 also* Body language; Nonverbal
 communication
 Competition, coworker, 130–131
 Complementing nonverbal behaviors,
 10–11
 Confidence, 98–99, 119, 178
 Conflicting nonverbal behaviors, 10,
 70–71, 211
 Conflicts, 93–96, 109, 138, 150. *See also*
 Anger; Diplomacy
 Conscious *vs.* nonconscious mind, 5–6.
See also Deliberate body language;
 Spontaneous body language
 Conservative business environments,
 129–130
 Consistency of body language, 137–138
 Constraints (on freedom), 66–67. *See also*
 Freedom
 Contexts of interactions, 60–75. *See also*
 Environments
 Contracting pupils, 38–39, 113. *See also*
 Eyes
 Control. *See* Dominance; Status;
 Submission
 Controlling body language, 26–27, 42,
 130, 133–134, 135
 Credibility of nonverbal behaviors,
 10–11. *See also* Conflicting
 nonverbal behaviors
 Cultural differences:
 awareness of, 204–208
 body language and, 70, 192–200
 distance and, 80–81, 85, 194, 196
 facial expressions and, 41–42, 193, 197
 gesture interpretations and, 44, 194,
 195–196
 respecting, 198–199
 touching and, 80–81, 194, 195–196
 views of time and, 68
 Curtsyng. *See* Body lowering

 Darwin, Charles, 6–7
 Deadlines, 67
 Deception, 111–115, 137, 176–177,
 179–180, 182–183. *See also* Faking
 Decision-making skills, 158, 160
 Decor, effect on physical environment,
 64–65
 Deliberate body language:
 conscious choice of, 14, 89, 174
 description of, 23–26
 facial expressions as, 42

- first impressions and, 105–106
 - gestures as, 43–46
 - in meetings, 132–134
 - spontaneous and, 37
- Departures, 66–67, 95–96, 178
- Development, child, 157–161. *See also* Children; Parents
- Dilating pupils, 38–39, 113. *See also* Eyes
- Diplomacy, 207–208. *See also* Conflicts; Cultural differences
- Disapproval. *See* Conflicts; Liking messages; Separation
- Disgust, 41. *See also* Anger; Liking messages
- Dislike. *See* Liking messages
- Distances. *See also* Proxemics; Separation
 - cultural differences and, 80–81, 85, 194, 196
 - deception and, 179–180, 182
 - interpreting personal, 50–51, 65–66
 - liking and, 115, 178, 181–182
 - peer interaction and, 138
- Dominance, 50–51, 91–94, 139–140. *See also* Submission
- Dress codes, 53, 130–132. *See also* Clothing
- Duration of touch, 117. *See also* Touch
- Elements of body language, 36–57. *See also* Appearance; Body language; Eyes; Facial expressions; Movements; Posture; Touch; Voice(s)
- Elevation, 91–92. *See also* Body lowering; Height
- Emotional development, 158, 159. *See also* Children; Emotions, expressing
- Emotions, expressing, 41, 42, 50–51, 54. *See also* Emotional development; Moods
- Employers, 52–53. *See also* Dress codes; Hiring; Job interviews; Manager-subordinate interactions
- Encouragement, peer, 139
- Environments, 60–75, 84. *See also* Business environments; Locations
- Establishing trust, 107
- Ethnicity, 121. *See also* Cultural differences
- Everyday life, body language in, 12–14, 19–22, 210–211
- Examples. *See* Practical applications of body language
- Experience, impact of, 27, 70
- Extroverts, 30, 50. *See also* Personality
- Eyes, 37–40. *See also* Facial expressions; Gazing; Staring
 - anger and, 118
 - averting, 95, 96–97, 108, 123–124, 160
 - confidence and, 98
 - cultural differences and, 194
 - deception and, 111, 113, 179–180, 182–183
 - gender differences and, 193
 - liking and, 119, 177–178, 181–182
 - making contact with, 68, 108
- Facial expressions. *See also* Eyes; Smiling
 - anger and, 41, 117–118
 - children and, 42, 161, 162
 - communicating with, 40–42
 - deception and, 111, 113, 179–180, 182–183
 - impact of, 21
 - liking and, 115, 119, 177–178, 181–182
 - multicultural, 41–42, 193, 197
 - parenting and, 159, 160, 169
 - peer interaction and, 138
 - separation and, 123–124
- Facial shapes, 51. *See also* Appearance
- Failure to interpret body language, 28. *See also* Interpreting body language
- Faking, 27, 71, 98–99. *See also* Deception
- Familiarity, 63–64. *See also* Proxemics; Public interactions
- Families. *See* Children; Marriage; Parents
- Fear, 41
- Feet, 113, 116
- Fingers, 31–32, 44, 133–134, 179–180, 194–196. *See also* Hands
- Firmness of touch, 116–117. *See also* Touch
- First impressions, 105–106
- Flexibility of body language, 81–82
- Flirting, 41. *See also* Attraction
- Fondness. *See* Affection; Attraction; Intimacy

- Formality, 61–62, 130–131
 Freedom, 66–67, 73–74
 Frequency of gestures, 45. *See also*
 Gestures
 Friendships, 46, 130–131
- Gazing, 147. *See also* *Eyes*
- Gender differences:
 attraction and, 120–123
 awareness of, 149–151
 children and, 164, 165
 gestures and, 44
 leaning forward and, 63
 proxemics and, 81–82, 84
 reading signals and, 29, 70, 148–149
 sending signals and, 147–148
 touching and, 47–49, 118, 120, 146
 traditional *vs.* modern, 144–146
 voices and, 55
- Gestures, 42–46
 children and, 162–163
 cultural differences and, 44, 194,
 195–196
 minimizing, 135 (*see also* *Controlling*
 body language)
 movements *vs.*, 42–43
 parenting and, 160, 169
 speech-independent, 43–44
 speech-related, 45–46
- Goals, setting, 158, 160
- Grandchildren/grandparents, 168–170.
 See also *Children; Parents*
- Hair, 51–52, 121. *See also* *Appearance*
- Hall, E. T., 78
- Hands:
 children and, 162–163
 confidence and, 98
 deception and, 179–180, 182–183
 dominance and, 92–93
 gesturing with, 44, 46, 194,
 195–196
 liking and, 177–178, 181
 in meetings, 133–134
 reflecting personality, 31–32
- Happiness, 41
- Harassment, sexual, 48–49
- Heads, 49, 98, 178–181, 183. *See also*
 Nodding
- Height, 52, 89–90, 120, 122–123. *See also*
 Appearance; Elevation
- Hesitation, 54, 97–98, 113
- Hips, 49
- Hiring, 136–138. *See also* *Employers; Job*
 interviews
- History of nonverbal communications,
 6–7, 196–198
- Honesty, 64. *See also* *Truth*
- Hugging, 147–148, 165, 168, 169. *See*
 also *Touch*
- Identity, personal, 99–100
- Impressions, personal, 88–101, 105–106
- Industrial business environments, 131
- Infants, 29, 39, 149, 161–162. *See also*
 Children; Parents
- Influence:
 body language and, 3–4, 22–23,
 108–109, 128–141
 manipulation *vs.*, 185–189
 on nonconscious mind, 6
- Informality, 61–62, 130–131
- Information, gathering, 138
- Integrity and intent, 186–189
- Intentional use of nonverbal
 communications. *See* *Deliberate*
 body language
- Intent of touch, 116
- Interactions, personal, 104–125
- Interest, communicating, 41, 50–51, 63.
 See also *Attraction; Liking messages*
- Interpreting body language, 28, 44,
 47–48, 61–75, 150–151
- Interruptions, 110–111
- Intimacy, 46, 50–51, 118–120. *See also*
 Affection; Attraction; Intimate
 space; Liking messages
- Intimate space, 79. *See also* *Intimacy*
- Introverts, 30. *See also* *Personality*
- Irony, 71
- Jewelry. *See* *Appearance*
- Job interviews, 109, 185, 207. *See also*
 Hiring
- Judging senders, 29. *See also* *Senders*
- Knapp, Mark, *Nonverbal Communication in*
 Human Interaction, 9
- Kneeling. *See* *Body lowering*

- Language, use of, 54. *See also* Speech;
Voice(s)
- Leaning:
deception and, 179–180, 183
emphasis and, 66
gender and, 63
intimacy and, 119
liking and, 115, 178, 181
separation and, 123–124
- Leaving, 66–67, 95–96, 178
- Left vs. right brain, 135–136. *See also*
Brain
- Legs, 49
- Lies/lying, 112–115. *See also* Deception;
Faking
- Lighting (effect on physical environment),
69
- Liking messages, 176–179, 180–182.
See also Affection; Attraction;
Intimacy
- Listening, 106–107, 119, 134, 178,
181–183
- Locations, 73–74, 90–91, 135. *See also*
Elevation
- Lowering body, 94–95. *See also* Elevation;
Height
- Manager–subordinate interactions,
139–140. *See also* Employers
- Managing body language, 26–27, 42,
130, 133–134, 135
- Manipulation vs. influence, 185–189
- Marriage, 150. *See also* Intimacy
- Masking behaviors, 27, 42. *See also*
Faking; Managing body language
- Maturity, impact of, 27, 70
- Meaning of body language, 61–75
- Media, American, global impact of,
197–198
- Meetings, 132–134, 150–151
- Men:
appearance and, 53, 104–105
attraction and, 19, 120–123, 147
gender differences and, 144–146
gestures and, 44
leaning forward and, 63
proxemics and, 81–82, 84
receiving signals, 70, 148–149
sending signals, 147–148
touching and, 47–49, 118, 120, 146
voices and, 55
- Messages. *See* Signals
- Minimizing body language, 26–27, 42,
130, 133–134, 135
- Mirroring body language:
liking and, 178, 181
posture and, 49
rapport/trust and, 106, 107, 134
use between genders, 149–150
- Moderating nonverbal behaviors, 11–12
- Money, attraction and, 121–123
- Moods, 31, 38–39. *See also* Emotions,
expressing
- Mouth, 118. *See also* Facial expressions
- Movements. *See also* Distances; Leaning;
Leaving; Walking
attraction and, 123
cultural differences and, 194
deception and, 111, 180
dominance and, 93–94
gestures vs., 42–43
liking and, 178
meaning of, 50–51
parenting and, 160
reading signals and, 108
separation and, 123–124
submission and, 95–96
uncertainty and, 97–98
- Negotiating, 138, 206
- Neuro-linguistic programming (NLP),
176
- Newborns. *See* Babies
- Nodding. *See also* Heads
cultural differences and, 198–199
deception and, 179–180, 183
liking and, 119, 177–178, 181–182
parenting and, 159
peer interaction and, 138
- Nonconscious mind, 4–6, 15, 18–19. *See also* Deliberate body language;
Spontaneous body language
- Nonverbal Communication in Human
Interaction* (Knapp), 9
- Nonverbal communication. *See also* Body
language
definition of, 2, 8, 14
power of, 3, 18–33, 175

- Nonverbal communications (*Continued*)
 studies of, 6–7
 types of, 9–12
 using, 13
 verbal *vs.*, 7–12
 Nose, blowing, 196–197
- Objectivity, 30–31
 Obligations, 73–74. *See also* Freedom
 Observers, 30–31, 183–185. *See also*
 Reading signals
 Openness, 64, 137. *See also* Trust,
 establishing
 Other people, presence of, 63,
 68–69
- Palm positions, 46, 92–93, 178, 180, 181.
See also Hands
 Parents, 156–171. *See also* Babies;
 Children
 appearance and, 52–53
 child development and, 157–161
 deception and, 112
 dominance and, 93
 freedom and, 67
 hugging and, 165
 perceiving nonverbal communications,
 164–167
 separation and, 124
 status and, 91
 teaching nonverbal communication,
 161–164
 Peer interactions, 138–139
 Permission, distance and, 66. *See also*
 Proxemics
 Personal identity, 99–100
 Personal interactions, 104–125
 Personality, 5–6, 26–27, 30, 31–32
 Personal responsibilities, 159–161
 Personal space, 79, 83–84, 194, 196.
See also Proxemics
 Persuading skeptics, 19–22
 Physical appearance, 51–54, 104–105.
See also Attractiveness, physical
 Physical environments, 69. *See also*
 Environments
 Physical locations. *See* Elevation;
 Locations
 Physical *vs.* psychological factors, 64–66,
 69
 Pitch of voice, 54. *See also* Voice(s)
 Politics, 209–210
 Posture:
 attitude expressed by, 20–21
 confidence and, 98
 deception and, 182–183
 hiring and, 137
 liking and, 119, 178, 181–182
 meaning of, 49–50
 in meetings, 133
 status and, 89–90
 Power. *See* Dominance; Status;
 Submission
 Power of nonverbal communication, 3,
 18–33, 175–176
 Practical applications of body language:
 in academia, 204–206
 for building rapport, 106–107
 in business, 206–207
 deliberate, 24–25, 109–111
 in diplomacy, 207–208
 in everyday life, 12–14, 19–22,
 210–211
 first impressions and, 105–106
 in politics, 209–210
 proxemics and, 82, 83–84
 Predicting behavior, 5
 Preschoolers, 162–163. *See also* Children;
 Parents
 Preteen children, 164–165. *See also*
 Children; Parents; Teenagers
 Privacy, 62–63. *See also* Public
 interactions
 Professional touch, 46
 Proxemics, 66, 78–86. *See also* Distances
 Psychological *vs.* physical factors, 64–66,
 69
 Public interactions, 63, 68–69
 Public space, 80. *See also* Proxemics
 Punctuality, 67
 Pupils (eyes), 38–39, 113. *See also* Eyes
 Purposeful use of body language. *See*
 Deliberate body language
 Race, 121. *See also* Cultural differences
 Rapport, building, 66, 106–107, 134

- Reading signals. *See also* Observers;
 Receivers
 context and, 72–74
 gender differences and, 25, 29,
 148–149
 on like/dislike, 180–182
 in personal interactions, 108
 on truth/deception, 182–183
- Receivers, 27–30, 71, 85, 148–149. *See also* Reading signals
- Reciprocating body language, 106, 107,
 134
- Regulating nonverbal behaviors, 12. *See also* Controlling body language
- Relationships, 31, 150. *See also* Children;
 Intimacy; Parents; Peer interactions;
 Personal interactions
- Relaxation, 61–69
- Repeating nonverbal behaviors, 9–10
- Respecting cultural differences, 198–199.
See also Cultural differences
- Response, as deliberate body language, 26
- Responsibility, teaching, 159, 160–161
- Right *vs.* left brain, 135–136. *See also*
 Brain
- Ring gesture, 44, 195–196. *See also*
 Fingers
- Rituals, gestures as, 169
- Sadness, 41
- Saluting, submission and, 95
- Sarcasm, 71
- Scents, 18–19
- School-age children, 163–164. *See also*
 Children; Parents
- Seating/sitting:
 deception and, 180
 elevation and, 92
 intimacy and, 119
 liking and, 178
 in meetings, 133
 status and, 90–91
 submission and, 94
- Self talk, 175
- Self touch, 146. *See also* Touch
- Selling, 134–136
- Senders, 23–27, 29, 71, 83–85, 88–101.
See also Sending signals
- Sending signals, 108–111, 147–148,
 177–180. *See also* Senders
- Separation, 123–124. *See also* Distances
- Sex. *See* Gender differences; Intimacy;
 Men; Women
- Sex Roles* (magazine), 48
- Sexual harassment, 48–49
- Shoulders:
 confidence and, 98
 deception and, 180, 183
 gesturing with, 44
 liking and, 178
 posture and, 49
 separation and, 124
- Shrugging. *See* Shoulders
- Signals:
 body language sending, 88–101
 conflicting, 10, 70–71, 211
 reading (*see* Reading signals;
 Receivers)
 sending, 108–111, 147–148, 177–180
 (*see also* Senders)
- Sign language, 8
- Sitting. *See* Seating/sitting
- Size of gestures, 45
- Skeptics, persuading, 19–22
- Slouching/slumping. *See* Posture
- Smells, 18–19
- Smiling. *See also* Facial expressions
 children and, 161
 cultural differences and, 193, 199
 deception and, 114, 179–180, 183
 gender differences and, 148
 liking/interest and, 40, 41, 119,
 177–179, 181–182
 parenting and, 159, 160, 169
- Social responsibilities, 159, 160
- Social space, 80
- Social touch, 46
- Spatial relationships. *See* Proxemics
- Speech, conflicting with body language,
 10, 70–71, 211
- Speech-independent gestures, 43–44
- Speech patterns. *See* Language, use of;
 Verbal communications; Voice(s)
- Speech-related gestures, 45–46
- Spontaneous body language, 26–27, 37,
 42

- Standing, 92, 133. *See also* Elevation;
Seating/sitting
- Staring, 5–6, 37, 95. *See also* Eyes
- Stature. *See* Height; Posture
- Status, social, 89–91
- Stiff upper lip, 197
- Striding, 97–98, 123, 182–183
- Subconscious *vs.* nonconscious mind,
15
- Submission, 38, 50–51, 94–96. *See also*
Dominance
- Substituting nonverbal behaviors, 11
- Summaries. *See* Takeaways
- Surprise, 41
- Takeaways:
on body language messages, 100–101
on business influences, 140–141
on contexts and environments, 75
on cultural differences, 199–200
on elements of body language, 56–57
on gender differences, 151–152
on nonverbal communication and
body language, 14–15
on parent/child relations, 170–171
on personal interactions, 124–125
on power of nonverbal
communications, 32–33
on practical applications of body
language, 211–212
on proxemics, 85–86
on using body language, 189–190
- Tattoos. *See* Appearance
- Teenagers, 27, 124, 166–167. *See also*
Children; Parents
- Territory, 194, 196. *See also* Personal
space; Proxemics
- Thoughts, changing, 83–84, 176
- Thumbs up gesture, 44, 195. *See also*
Fingers
- Time, perception of, 67–68
- Toddlers, 162–163. *See also* Children;
Parents
- Tone of voice. *See also* Voice(s)
children and, 162
confidence and, 98
deception and, 180, 182–183
liking and, 119, 181–182
as nonverbal communication, 8, 54
peer interactions and, 138
selling and, 134
- Touch, 46–49. *See also* Hugging
cultural differences and, 80–81, 194,
195
deception and, 180, 182
gender differences and, 47–49, 118,
120, 146
liking and, 115–119, 178, 181–182
status and, 90
- Traditional *vs.* modern gender roles/traits,
145–146
- Trust, establishing, 107
- Truth, 179–180, 182–183. *See also*
Deception; Faking; Honesty
- Uncertainty, 96–98
- Unconscious *vs.* nonconscious mind, 15
- Verbal communications, 7–12, 14
- Visibility to others, 63. *See also* Public
interactions
- Voice(s), 54–55, 98, 114–115, 135. *See
also* Tone of voice
- Volume of voice, 54. *See also* Voice(s)
- V-sign gesture, 196, 197. *See also* Fingers
- Walking, 97–98, 123, 182–183
- Warmth, 64–65
- Weight, 121
- Winking, 41. *See also* Eyes
- Women:
appearance and, 53, 104–105
attraction and, 19, 120–123, 147
eye contact and, 38
gender differences and, 144–146
gestures and, 44
leaning forward and, 63
proxemics and, 81–82, 84
reading signals, 25, 29, 70, 148–149
sending signals, 147–148
touch and, 47–49, 118, 120, 146
voices and, 55
- Work ethic, 158, 160
- Worksheets:
on body language messages, 101
on business influences, 141–142

Index

227

on contexts and environments,
75–76
on cultural differences, 200–201
on elements of body language, 57
on gender differences, 152–153
on identifying nonverbal
communications, 15–16
on parent/child relations, 172
on personal interactions, 125–126

on practical applications of body
language, 212–213
on proxemics, 86
on senders/receivers/observers, 33–34
on using body language, 190
Written communications, 8
Young adults, 27, 166–167. *See also*
Children; Parents

