**C:\Users\asomera\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WVW100T8\MC900150563[1].wmfPaying Attention to Body Language**

**To come across as open and warm:**  
• Smile with an open lip  
• Open hands with palms visible when you speak  
• Unbuttoning coat upon being seated

**To come across as confident:**  
• Maintain eye contact  
• Have your head up  
• Use hand gestures while talking  
• Walk with a purpose and have an upright posture  
• Have a “firm” handshake

**To avoid coming across as nervous:**  
Move away from  
• Fidgeting  
• Waffling with your answers  
• Using the same phrases  
• Coughing  
• Yawning (believe it or not)  
• Touching your face/hair  
• Moving feet or twiddling thumbs

**To avoid coming across as defensive:**  
Move away from  
• Folding your arms  
• Head looking down  
• Closed body language  
• Rolling of the eyes  
• Touching your face while talking  
• Frowning  
• Tight-lipped grins