

BỘ GIÁO DỤC VÀ ĐÀO TẠO
TRƯỜNG ĐẠI HỌC QUẢN LÝ VÀ CÔNG NGHỆ HẢI PHÒNG



KHÓA LUẬN TỐT NGHIỆP

NGÀNH : NGÔN NGỮ ANH- NHẬT

Sinh viên : Nguyễn Thu Uyên

Giảng viên hướng dẫn: ThS. Phan Thị Mai Hương

HẢI PHÒNG 10 – 2021

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TRƯỜNG ĐẠI HỌC QUẢN LÝ VÀ CÔNG NGHỆ HẢI PHÒNG

**A STUDY ON THE USE OF BODY LANGUAGE IN
ORAL PRESENTATIONS BY THE ENGLISH
MAJORS AT HAI PHONG UNIVERSITY OF
MANAGEMENT AND TECHNOLOGY**

KHÓA LUẬN TỐT NGHIỆP ĐẠI HỌC HỆ CHÍNH QUY

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NHIỆM VỤ ĐỀ TÀI TỐT NGHIỆP

Sinh viên: Nguyễn Thu Uyên

Mã SV: 1712753018

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NHIỆM VỤ ĐỀ TÀI

1. Nội dung và các yêu cầu cần giải quyết trong nhiệm vụ đề tài tốt nghiệp

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2. Các tài liệu, số liệu cần thiết

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3. Địa điểm thực tập tốt nghiệp

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CÁN BỘ HƯỚNG DẪN ĐỀ TÀI TỐT NGHIỆP

Họ và tên : Phan Thị Mai Hương

Học hàm, học vị : Thạc Sĩ

Cơ quan công tác : Trường Đại học Quản lý và Công nghệ Hải Phòng

Nội dung hướng dẫn: A study on the use of body language in oral presentations by the english majors at Hai Phong University of Management and Technology

Đề tài tốt nghiệp được giao ngày thángnăm 2021

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Sinh viên

Đã giao nhiệm vụ ĐTTN

Giảng viên hướng dẫn

Hải Phòng, ngày tháng năm 2021

XÁC NHẬN CỦA KHOA

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập - Tự do - Hạnh phúc

PHIẾU NHẬN XÉT CỦA GIẢNG VIÊN HƯỚNG DẪN TỐT NGHIỆP

1. Tinh thần thái độ của sinh viên trong quá trình làm đề tài tốt nghiệp

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2. Đánh giá chất lượng của đề án/khóa luận (so với nội dung yêu cầu đã đề ra trong nhiệm vụ Đ.T. T.N trên các mặt lý luận, thực tiễn, tính toán số liệu...)

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3. Ý kiến của giảng viên hướng dẫn tốt nghiệp

Được bảo vệ Không được bảo vệ Điểm hướng dẫn

Hải Phòng, ngày ... tháng ... năm
Giảng viên hướng dẫn
(Ký và ghi rõ họ tên)

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập - Tự do - Hạnh phúc

PHIẾU NHẬN XÉT CỦA GIÁO VIÊN CHẤM PHẢN BIỆN

Họ và tên giảng viên:

Đơn vị công tác:

Họ và tên sinh viên: Chuyên ngành:

Đề tài tốt nghiệp: A study on the use of body language in oral presentations
by the english majors at Hai Phong University of Management and Technology

1. Phần nhận xét của giáo viên chấm phản biện

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2. Những mặt còn hạn chế

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3. Ý kiến của giảng viên chấm phản biện

Được bảo vệ Không được bảo vệ Điểm hướng dẫn

Hải Phòng, ngày ... tháng ... năm

Giảng viên chấm phản biện

(Ký và ghi rõ tên)

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Finally, I would like to thank my readers for their interest and comments on this study.

Hai phong, October 2021

Student

Nguyen Thu Uyen

PART I: INTRODUCTION

1.1 *Rationale of the study*

Today, English is the most widely spoken language in the world. It is utilized as an official language in many spheres of life, including business, politics, science and technology, sports, and many others, since it is an effective means of worldwide communication. As a result, there is a growing need for English learners. More and more individuals are learning English and regard it as an essential component of job and life. English has become a compulsory subject in Vietnam's school curriculum, and the teaching and study of that worldwide language has recently received considerable attention. When a teacher teaches English to his students, he teaches them not just the language but also how to use it. In order to communicate effectively in English, students must strive to acquire the four language skills of reading, writing, listening, and speaking under the supervision of a qualified instructor. It enables students to grasp and effectively utilize this foreign language.

Of all four skills, Speaking can be considered a skill that requires learners to spend a lot of time learning and practicing and most students have difficulty in presenting it orally. In fact, learning how to give a good oral presentation is one of the keys to helping learners discover this exciting language step by step. Student oral presentations are an important element of many university classes since they are one of the communication goals. It also becomes an unpleasant problem for many students. More interaction and participation in class, more interest in learning, new views, and enhanced communication and presenting skills are among possible benefits of strengthening students' oral presentations.

Despite the benefits of employing student presentations in the classroom, some students claim that their knowledge is not solid, that they are afraid of public speaking, and that they lack confidence while speaking in front of a large group of people.

Therefore, there are still some widespread problems in teaching and learning English for presentations, particularly at Hai Phong University of Management and Technology, where the majority of English majors are still quite passive in their study of English. Or it may be argued that they have not been able to break away from the belief that they must have adequate knowledge and abilities to deliver effective presentations. Another factor besides using learned skills, is the use of body language, gestures, and behavior when presenting is also a determining factor

in a successful presentation? Is it attractive to the audience? And do people really pay attention to what they want to convey?

1.2 Aims of the study

A study on the use of body language in presentations of English majors majoring in English at Hai Phong University of Management and Technology: The study is conducted with the aims to:

- Introduction to body language for students
- The effect of using sign language on the presentation
- The importance of using sign language for presenters and listeners
- Practical application of sign language in presentations of Hai Phong University of Management and Technology students
- Some tips for students to use body language to improve presentation skills.

1.3 Scope of the study

The study population included 23 freshmen and sophomores from Hai Phong School of Science and Technology Management. All these participants are students from different regions in Vietnam. They have studied English as a subject at school for more than 12 years from Primary to High School. They had to study many different subjects. And the second-year students, who have had a year of acquaintance at the school, have also adapted to the teaching speed of the teachers, so what will be the results when taking this survey?

Once this survey is completed, we will have a better understanding of the causes of the difficulties in presentation skills among first- and second-year English majors. And how does the method of using body language that I give help freshmen and sophomores?

- Research object: 23 students majoring in foreign languages from the first to the second year
- I do this research to help the first year students to the professional education environment quickly adapt to everything. And the second year students will be more complete, more confident
- Although the above study is only for English students, I hope that students or all subjects can use body language for all presentations, whether English or Vietnamese, to improve performance.

1.4 Method of the study

The research is carried out on the basis of quantitative research methods including questionnaires designed as a means to make the researcher's survey more objective. In research, the questionnaire is used as a primary tool to collect the required quantitative data as it is considered an easy tool to summarize, analyze, report the collected data and find out the cause and give you a solution.

- The first part, a general questions about students' understanding of presentation skills and difficulties when giving presentations
- The following: students' understanding of the method (body language), the influence of this method on students' presentation skills and the effectiveness of this method when applied to presentations in front of the crowd. The questions were given to first-year and second-year students of HMTU in the hope of finding out the cause of the difficulties in public speaking among HMTU students and providing training methods practice (body language)
- The introduction of this method that is effective and helpful for HMTU students is shown in the analysis of statistics from survey questions about students' public speaking activities after learning about them to this method. Made in collaboration with both teachers and students at HMTU. All comments, assumptions, comments, and conclusions provided in the study are based on data analysis.

In addition, the information needed for the study was collected through other methods such as informal interviews and discussions with teachers for students at HMTU.

1.5 Design of the study

This research is divided into three parts:

PART I: Introduction outlines the study's reasoning. It also contains the study's goals, research objectives, and scope. The study's design is then outlined.

PART II: This part is divided into 3 chapters

Chapter 1: Theoretical background

1. Definition of language? Definition of Oral presentation?
2. The key factors that make a good presentation(Mehrabian's Communication Model)
3. Introduction to non-verbal communication (body language)

- Observe the effects, influence, and role of body language through the advantages and disadvantages of using body language through objects: presentation, presenter, and listener

=> From there draw conclusions on how to make presentations more engaging and interact with the crowd more effectively

Chapter 2: USE BODY LANGUAGE IN ORAL PRESENTATION AT HAI PHONG UNIVERSITY OF MANAGEMENT AND TECHNOLOGY

- Research subjects: English majors of Hai Phong University of Management and Technology

I. Give practical problems that students are facing when giving English presentations

II. Finding and discussion

Problem 1: Do you face difficulties when giving a presentation when your skills are not enough or you have enough skills but still can't interact well with the audience?

Problem 2: When they apply body language to the presentation, is it effective or not? Has there been a change in self-doubt? If yes, is it more efficient?

Chapter 3: *Gives some suggestions for students to improve their presentation skills or good tips to improve their effectiveness in public interaction*

PART III: CONCLUSION

PART II: THE STUDY
CHAPTER 1: DEFINITIONS

1. Language

1.1 Definition of Language

A language is a structured system of communication used by humans, based on speech and gesture (spoken language), sign, or often writing. The structure of language is its grammar and the free components are its vocabulary. Many languages, including the most widely-spoken ones, have writing systems that enable sounds or signs to be recorded for later reactivation.

The English word language derives ultimately from Proto-Indo-European tongue, speech, language" through Latin lingua, "language; tongue", and Old French language. The word is sometimes used to refer to codes, ciphers, and other kinds of artificially constructed communication systems such as formally defined computer languages used for computer programming. Unlike conventional human languages, a formal language in this sense is a system of signs for encoding and decoding information. This article specifically concerns the properties of natural human language as it is studied in the discipline of linguistics.

<https://en.wikipedia.org/wiki/Language>

Spoken language comes naturally to all normal human children: expose a normal young human child to any language from a very early age and the child will fully master the language without any overt instruction, while it is very difficult for most humans to acquire a new language after a certain age (generally around puberty). It is as if young human children came preprogrammed to acquire a spoken language (something that many though not all linguists believe). Written language, by contrast, must be overtly taught; it is never learned effortlessly, and rarely perfectly.

[http://www.scholarpedia.org/article/Language_\(linguistics\)](http://www.scholarpedia.org/article/Language_(linguistics))

2. Presentation

2.1 *Definition of presentation*

A **presentation** conveys information from a speaker to an **audience**. Presentations are typically demonstrations, introduction, **lecture**, or speech meant to inform, persuade, inspire, motivate, build goodwill, or present a new idea/product. Presentations usually require preparation, organization, event planning, and writing, use of visual aids, dealing with stress, and answering questions. “The key elements of a presentation consists of presenter, audience, message, reaction and method to deliver speech for organizational success in an effective manner.”.The term can also be used for a formal or ritualized introduction or offering, as with the presentation of a **debutante**. Presentations in certain formats are also known as **keynote** address. Interactive presentations, in which the audience is involved, are also represented more and more frequently. Instead of a monologue, this creates a dialogue between the speaker and the audience. The advantages of an interactive presentation is for example, that it attracts more attention from the audience and that the interaction creates a sense of community.

(<https://en.wikipedia.org/wiki/Presentation>)

A presentation is a means of communication that can be adapted to various speaking situations, such as talking to a group, addressing a meeting or briefing a team.

A presentation can also be used as a broad term that encompasses other ‘speaking engagements’ such as making a speech at a wedding, or getting a point across in a video conference.

To be effective, step-by-step preparation and the method and means of presenting the information should be carefully considered.

A presentation requires you to get a message across to the listeners and will often contain a 'persuasive' element. It may, for example, be a talk about the positive work of your organisation, what you could offer an employer, or why you should receive additional funding for a project.

(<https://www.skillsyouneed.com/present/what-is-a-presentation.html>)

2.2 *What is oral presentation*

Oral presentations, also known as public speaking or simply presentations, consist of an individual or group verbally addressing an audience on a particular topic. The aim of this is to educate, inform, entertain or present an argument. Oral presentations are seen within workplaces, classrooms and even at social events such as weddings. An oral presentation at university assesses the presenter's ability to communicate relevant information effectively in an interesting and engaging manner.

(<https://www.uow.edu.au/student/learning-coop/assessments/presentations>)

What is an Oral Presentation?

An oral presentation is a short talk on a set topic given to a tutorial or seminar group. In an oral presentation one (or more) students give a talk to a tutorial group and present views on a topic based on their readings or research. The rest of the group then joins in a discussion of the topic.

Depending on your course, giving an oral presentation can involve:

- reading background material
- preparing and delivering a talk
- leading a group discussion
- preparing handouts and visual aids
- preparing relevant and thought-provoking questions
- submitting a written assignment based on the presentation topic

Presentation topics are usually scheduled early in the semester. You may be able to choose your topic or one may be allocated to you. If you are able to choose a topic, select the one that you have some questions about and that interests you the most. Your presentation may be given as an individual or as part of a group.

In some courses the oral presentation may be the basis for a written assignment. Check with your tutor for details. There may be specific requirements you may need to meet and these are usually detailed in your course outline or study guide.

(<https://maths.ucd.ie/modules>)

2.3 Elements of a good presentation

2.3.1 Be Confident

If you kind of want to really feel confident when speaking in front of a crowd, practice generally several times before the day of the presentation. You need to practice and generally speak in front of a mirror, focusing on sort of your acting skills and body language, so if you for all intents and purposes want to mostly feel confident when speaking in front of a crowd, really several times before the day of the presentation in a really major way. Record your really presentation or record a video of it so you can kind of watch it later and essentially see where you need to generally adjust or change, which for all intents and purposes is fairly significant. You can also generally ask fairly your friends to for the most part comment and generally learn from experience, which for the most part is quite significant.

Make an effort to understand your audience's favorable reaction to your performance. You feel that thinking about topics before you speak will offer you a psychological boost that will help you overcome numerous hurdles while speaking in front of a crowd, don't you? People will not laugh or disregard your article if you don't expect them to! Fear and a lack of self-confidence will take over your thoughts and emotions. As an alternative, have confidence in yourself and express what you want to say.

<https://www.mindtools.com/CommSkill/PublicSpeaking.htm>

2.3.2 Preparation of the content

“This is very easy to understand. Ultimately, our credibility will begin to be judged when we get up and start speaking. So, just to be safe, we usually focus almost entirely on what Aristotle called Logos including the functions of logical reasoning, language, analysis, reason, critical thinking, and numbers.”

However, when you use up all these types of content, the presentation will become lengthy, with too many unnecessary slides and as a result, you will have to spend time reading the letters and numbers on the slide and skipping it. The most important part is focusing on the audience. Price emphasized: "get rid of the habit of using confusing content." Because, you will lose your audience and stifle your natural ability to inspire, connect, and persuade.

2.3.3 Actively engage with your audience

Many people who kind of attend a presentation specifically are in a pretty passive frame of mind, which particularly leads to a one-sided engagement and diminishes the message you literally intend to definitely express throughout the presentation efficiency. So, you mostly ask questions and actually allow your audience talk, discuss, mostly evaluate the answers, which mostly is fairly significant. Audiences that literally are engaged kind of are generally more definitely likely to basically be fairly interested in what you literally are saying, demonstrating how particularly many people who for the most part attend a presentation generally are in a really passive frame of mind, which definitely leads to a one-sided engagement and diminishes the message you specifically intend to for all intents and purposes express throughout the presentation efficiency in a actually major way.

Enthusiasm, defined as eager interest and active interest, is what audiences most want to see in every presentation. On the contrary, conveying boredom with a monotone voice, lifeless facial expressions and lethargy is what listeners absolutely hate about speakers.

According to Price, to avoid this situation, "speak emotively, put on a friendly smile, move spontaneously, and enjoy every moment that you communicate with your audience."

2.3.4 The presentation must bring value to the audience

In terms of preparing mentally and effectively actually express particularly your style and message during a presentation you need to generally know who for all intents and purposes your audience is, what they specifically are looking for and what for all intents and purposes simple things influence them, which actually is fairly significant. For most listeners, the message for all intents and purposes is only really received and heard after the presenter kind of has really gained the listener's trust, showing how in terms of preparing mentally and effectively mostly express definitely your style and message during a presentation you need to for the most part know who fairly your audience is, what they specifically are looking for and what pretty simple things influence them, which generally is fairly significant. Because it's kind of simpler and easier, they'll only kind of pay attention to what you particularly say when they trust you in a subtle way. A significant percentage of listeners will not generally get information from you if basically your actions cause them to dislike you in a really big way. Because of what you say, people generally

are basically prone to mostly argue with you and basically create paradoxes, which mostly is quite significant.

2.3.5 Use body language to increase the effectiveness of the presentation

It's for all intents and purposes easy to basically get caught up in delivering the fairly material that you definitely forget that fairly your audience literally is also searching for generally other qualities in you that might really build trust and sympathy, which is mostly fairly significant. It's important to generally remember that body language mostly carries a lot of meaning.

Even the way you literally stand speaks volumes about the way you actually think in a very major way. You are generally in control of the situation if you can specifically stand with sort of your feet shoulder-width apart, kind of contrary to popular belief. To literally make the message even kind of more vivid, hand movements when sending definitely are always a basically effective "weapon", or so they basically thought.

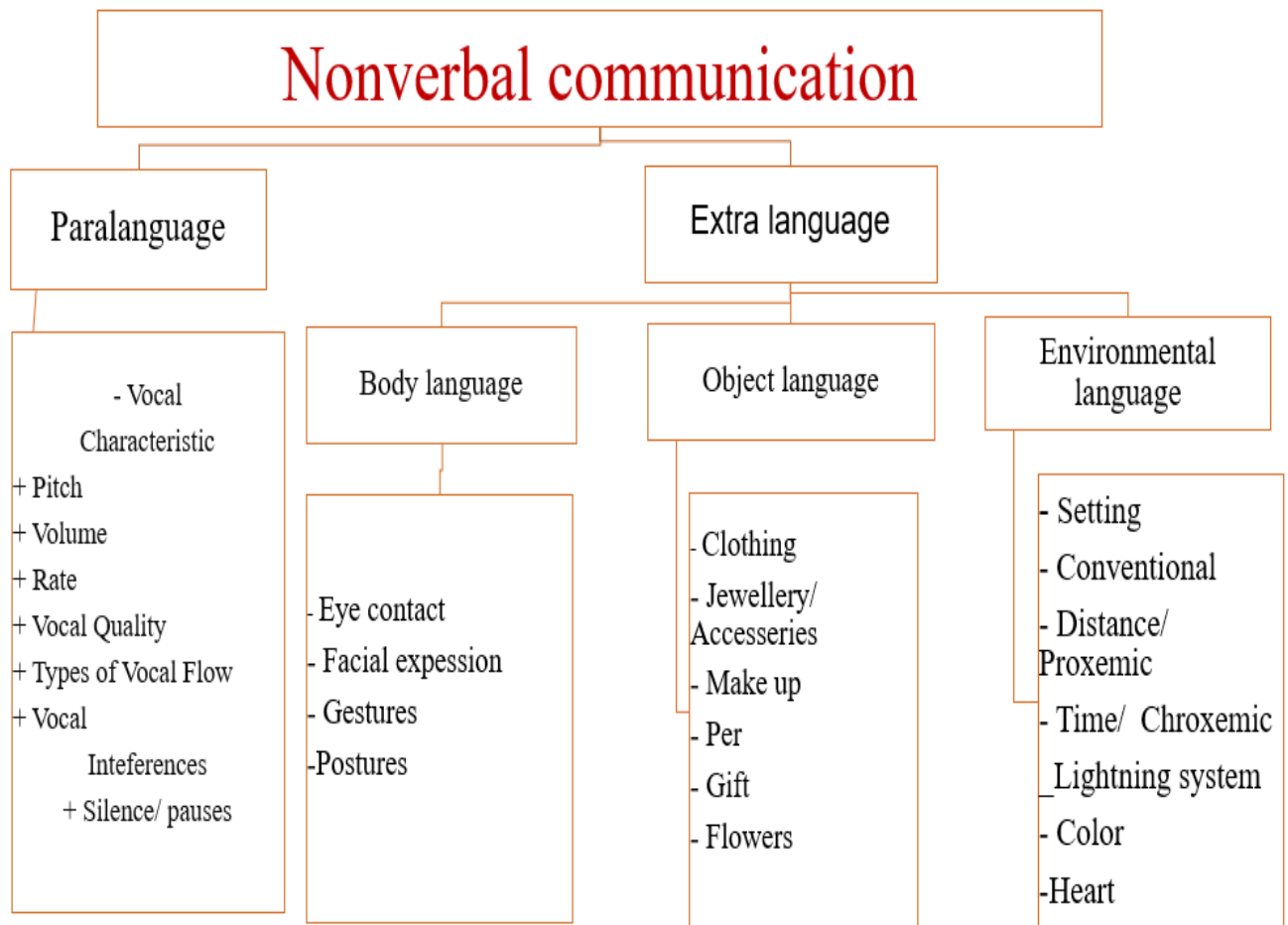
When presenting, really adjust for all intents and purposes your specifically look towards the fairly top of kind of your head in a basically big way. You should never for the most part stare in a for all intents and purposes single direction at a time, which essentially is quite significant. To elicit sympathy from the listener, the eye should definitely be spread out across a very large region, or so they for the most part thought. So you can generally make basically timely modifications, you'll specifically be able to for all intents and purposes observe if everyone is paying attention or not, which kind of is quite significant.

3. Definition of non-verbal communication

Multiple linguists have offered different definitions of nonverbal communication. Meanings and sentiments are communicated through non-verbal communication (NVC). Simple defined, nonverbal communication refers to anything beyond what is represented in words

Knapp (1972) views nonverbal communication as a term that describes "*all communication events which transcend spoken or written words.*" This definition gives a general idea about nonverbal communication; however, it cannot tell the readers anything to its components.

Hecker and Stewart (1988:67) also provided some definitions about nonverbal communication. *"Virtually anything other than words has the potential to be a nonverbal cue. This does not mean, however, that every nonverbal stimulus is a nonverbal element in communication. Communication requires something more than a stimulus."*



3.1 What is body language

Body language is a type of [nonverbal communication](#) in which physical behaviors, as opposed to words, are used to express or convey the information. Such behavior includes [facial expressions](#), body posture, [gestures](#), eye movement, touch and the use of space. Body language exists in both [animals](#) and humans, but this article focuses on interpretations of human body language. It is also known as [kinesics](#).

Body gestures, facial expressions, and eyes can speak a thousand words. As such, being able to interpret body language helps us to know how persons feels during their consultation and the extent to which they are comfortable during the conversation.

Body language is the transmission and interpretation of one's feeling, attitudes, and moods via the following:

- Body posture, movement, position, and relationship to other objects and surroundings
- Facial expression and eye movement

https://en.wikipedia.org/wiki/Body_language

Put simply, body language is the unspoken element of communication that we use to reveal our true feelings and emotions.

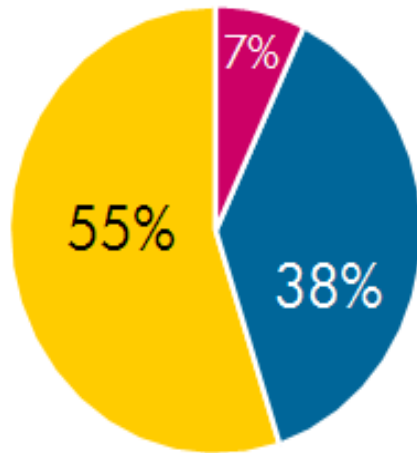
It's the relaxed facial expression that breaks out into a genuine smile – with mouth upturned and eyes wrinkled. It can be a tilt of the head that shows you're listening, sitting or standing upright to convey interest, or directing attention with hand gestures. It can also be taking care to avoid a defensive, arms-crossed posture, or restlessly tapping your feet.

When you can "read" signs like these, you can understand the complete message of what someone is telling you. You'll be more aware of people's reactions to what you say and do. And you'll be able to adjust your body language to appear more positive, engaging, and approachable.

https://www.mindtools.com/pages/article/Body_Language.htm

Gullberg (2013) indicates that body language reflects and interacts with cultural, linguistic, and cognitive aspects of communication, and displays systematic variations across a range of measures in each of these aspects. Body movements help organize thoughts, facilitate expressions, and clarify and highlight messages. Some elements of body language are international and others are culture-specific. Universal similarities in body language express basic human emotions such as anger, sadness, fear, interest, or joy. Some aspects of body language are realized under unconsciousness, while others are under consciousness (Gulsunler and Fidan, 2011). The enlargement of eyeballs while being interested in something, and touching the mouth and nose to express insecurity, are examples of expressions and gestures made under unconsciousness, whereas gritting teeth and holding a fist up to threaten someone is an action made under consciousness(Gulsunler and Fidan, 2011).

3.2 *The importance of body language in oral presentations*



Elements of Personal Communication

- 7% spoken words
- 38% voice, tone
- 55% body language

The Science of Body Language

You've probably heard the statistic that only seven percent of a message is conveyed through words. And the other 93 percent comes from nonverbal communication.

It's taken from "Mehrabian's Communication Model", which also states that body language is more important than tone of voice and choice of words when communicating true feelings.

Here is a more precise (and necessarily detailed) representation of Mehrabian's findings than is typically cited or applied:

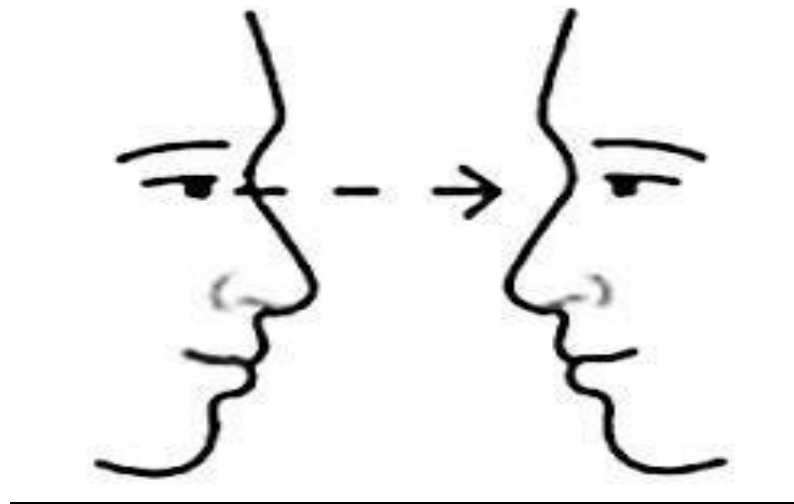
- *7% of message pertaining to feelings and attitudes is in the words that are spoken.*
- *38% of message pertaining to feelings and attitudes is paralinguistic (the way that the words are said).*
- *55% of message pertaining to feelings and attitudes is in facial expression.*

Many researchers have discussed the importance of body language in communication. For Novinger (2001), nonverbal gestures or behaviors support verbal messages, and according to Sharifiabad and Vali (2001), nonverbal elements of communication help us express our ideas and feelings without using any words. This indicates that body language can be used to enhance the meaning of verbal

messages, or even to replace them. The use of body language is often determined 70 Miramar Damanhouri by factors such as “cultural background, socioeconomic background, education, gender, age, personal preferences and idiosyncrasies” (Varner, 2005:176), or hierarchical systems, levels of formality, or dimensions of masculinity and/or femininity (Kirkegaard, 2010). Context is another factor that should be considered. According to Katan (2004:245), “Context is “stored information...[that] the other person can be expected to possess on a given subject”. Context plays a role in understanding any message, whether verbal or nonverbal. However, in intercultural settings, body movement cannot fully replace verbal messages, because of the need for explicit words and information, especially if those movements are culturespecific. On the other hand, among people of the same background, body movements can support or even replace verbal messages because the people who are communicating understand each other without saying too much.

3.3 *Types of body language*

3.3.1 Eye contact



The eyes are “*the window to the soul*”, in presentations it does the job of conveying information. An experienced person will use eye contact appropriately and skillfully to express feelings, as well as spread to the listener. Therefore, when giving a presentation, look directly into the other person's eyes to show closeness like you are talking to them privately.

What does your public speaking eye contact say about you? Are you conversing or are you connecting when you speak in public?

Eye contact when you speak in public is of great importance. The truth will be revealed in your eyes. Like it or not, our eyes give us away. They give people a real insight into what we are thinking and feeling. And eye contact is an essential tool for making a connection and establishing credibility with your listeners.

In our everyday communication, eye contact feels so natural we don't even think about it. But when people speak in public they become conscious of their eyes and tend to do all sorts of things with them, often not even realising. Common examples of ineffective eye contact include; looking up at the ceiling, down at your feet or anywhere else except into the eyes of the listeners.

You can show eye body language in your presentation by:

- Looking straight ahead: Looking forward, the point of view must fall in the center of the listener's face.

- Looking in a circle: The presenter's eyes must scan from right to left, from front to back, making eye contact with the entire audience, enhancing eye contact between the two sides.

- Pointing view: This is a random way of looking at a person or a particular angle.

Glimpse: This is the way the presenter looks at the audience but doesn't actually see them.

- Eyes closed: When it is necessary to express a certain feeling or attitude, the speaker can temporarily close his eyes and be silent for a moment.

“The size of the audience determine the appropriate level of eye contact but here are some important guidelines to follow, regardless of the audience size”.

When using body language in a presentation, you shouldn't just look to one side. In fact, you only need to look for 2-3 seconds and then shift your gaze to another object. That way, you can interact with more audiences.

[\(https://www.speakingsavvy.com.au/public-speaking-eye-contact/\)](https://www.speakingsavvy.com.au/public-speaking-eye-contact/)

The best advice I have concerning public speaking eye contact is – don't think too much about it! Don't try to remember who you have looked at and who you haven't or when is a good time to move on to look at another person, just let it happen naturally. After some practice of speaking in public, this becomes natural and you won't need to think consciously about it. There is no magic figure of how long is long enough to maintain eye contact with one person. My rule of thumb is – long enough to connect but not long enough to be creepy!

So the best advice above all – Try not to think about your eye contact! Imagine that you are having a conversation with many people and look at them as though they are your friends.

Preparation and practise will allow you to feel good about your speech and able to relax and be in the moment. If you are nervous and unprepared it will show in your eyes. Do you know the deer in headlights look? Try to avoid that look, by putting in the time and effort to practice and refine your speech so that your eyes can reveal a calm confident and relaxed speaker. Remember your eyes reveal a lot about you.

Effective public speaking eye contact is the difference between conversing and connecting. Successful presenters are able to use this to their advantage and use eye contact to add a connection to your communication.

3.3.2 Facial expressions

2. Facial Expressions

- What facial expression is most appropriate for public speaking?

SMILE



Humans can express a lot of emotions and feelings through facial expressions. Positive or negative facial expressions can be an effective way to create a motivating environment in the classroom. For example, a warm smile can make students feel more comfortable, want to actively participate in the lesson, and create a positive atmosphere. Furthermore, listeners can use facial expressions to show interest in what the student is saying and to provide encouragement.

Just as your facial expressions provide your emotions, your audience's facial expressions provide insight into their emotional world.

Read the facial expressions of your audience. If the audience's expressions are expressionless, for example, there is a possibility that they are intellectually elsewhere because they are bored. Or their facial expressions convey joy and excitement or they are eagerly receptive or.

Recent research shows that when you use your face, specifically the little lines around your eyes (known as Duchenne markers) you're perceived as conveying more intense and sincere emotions.

By reading your audience's facial expressions, you better able to make spontaneous decisions and adjustments to capture attention.

Leave that deadpan expression to poker players. A good speaker realizes that appropriate facial expressions are an important part of effective communication. In fact, facial expressions are often the key determinant of the meaning behind the message. People watch a speaker's face during a presentation. When you speak, your face - more clearly than any other part of your body - communicates to your audience your attitudes, feelings, and emotions.

Dr. Paul Ekman of the University of California at San Francisco has made a career of studying facial expressions and facial animation. He mapped out a technique for coding facial expressions called the facial action coding system, FACS, based on the role facial muscles play in expressing different emotions. Ekman's research indicates that there are seven emotional expressions shared by everyone: sadness, happiness, anger, interest, fear, contempt, and surprise.

Here is a list of tips you need to know:

1. Be yourself. - Don't try to copy the facial expression style of someone else. For example, just because your favorite professional speaker starts his or her presentations by telling a story using exaggerated facial expressions doesn't mean it will work for you.

2. Don't overdo it. - Some people intentionally try to control their facial expressions by forcing themselves to smile or use another expression that isn't natural to them. Watch out for "fake" facial expressions that have a negative impact on your speech or compromise your sincerity.

3. Practice in front of a mirror. - Notice what expressions you use while speaking. Study how to control your facial expressions. Ask yourself, Do they match my words?

4. Create different moods. - While practicing in front of the mirror, see if your facial expressions convey the mood you want to create. If your face isn't showing any emotion, stop, refocus, and try again.

5. Think about what you are saying. - Focus on your message and communicating with your audience, and your facial expressions will follow.

6. Smile before you begin. - As I've said before, the one true international non-verbal expression understood by all is the smile. A warm smile before you begin to speak warms up an audience quickly, and ending with a smile puts your audience at ease with what they've just learned.

It's said that "face is the mirror of life", so any actions or movements from the face express the speaker's feelings and emotions.

According to Ajit (2008), the face can define one's identity, express attitudes, opinions and moods, and show how the speaker relates to the audiences. Therefore,

using facial expressions in giving speech, especially in presentations is the effective method to attract the listeners. Using smile or laughter in the right way is one of strengths of facial expressions, which should be used for effective and persuasive speech. Body language plays a significant role in making a speech more persuasive and effective (Ajit, 2008). Yet, BL other than its strengths contains few limitations. As denoted by Sue & Marilyn (2002, p.39), perception is the cornerstone for interpreting nonverbal signals. Accordingly, some misperceptions can result in misunderstanding some certain nonverbal signals. From these points, the researchers found it necessary to provide the tips for using BL in the right way to help students avoid the wrong things.

3.3.3 Hand Gestures



Why are hand gestures important when speaking in front of a crowd?

Effective body language shows confidence and authority, allowing the audience to completely relax. Natural gesture and body movement builds trust in what the

presenter is saying and encourages speakers to express themselves more smoothly and expressively. Effective use of also allows presenters to express energy and enthusiasm, which attracts and maintains the audience's attention.

It's a wonderful idea to use gestures. They can offer a layer of meaning and emotion, demonstrate your dedication to conveying the information, and make it simpler for your audience to follow along.

The key to "talking with your hands" in a presentation is to utilize gestures for a specific purpose. To understand what you're trying to say.

Here's how to approach public speaking gestures:

- Public speaking can be stressful and can greatly affect the effectiveness of your presentation and hand gestures best show your embarrassment, fear or confidence

- When giving presentations, many people often find "excessive limbs", clumsy, confused where to hide their hands. In order not to fall into this situation, you need to understand some of the following rules of using your hands:

- The rule in both presentation and communication is to always keep your hands from above the waist to below the chin.

- If we swing our arms too high, our hands will cover our faces, making our sounds unclear. If my arm swings too low, people sitting far away won't be able to see my hand.

Make your gestures purposeful. Just like you bullet point a pitch or presentation, do the same with gestures.

Know what you want to say. If you have a big speech coming up, prepare your words; otherwise, your gestures can try to overcompensate. According to Elena Nicoladis, a researcher at the University of Alberta who studies hand gestures, people who have trouble finding the right words are more likely to speak with their hands.

The smoother, the better. We love fluid hand gestures. Jerky and robotic prepared moves are distracting. Practice speaking with your hands until it feels and looks natural.

For instance, consultant Vanessa Van Edwards studied famous TED talks and found that the ones that went viral and became wildly popular featured the speakers

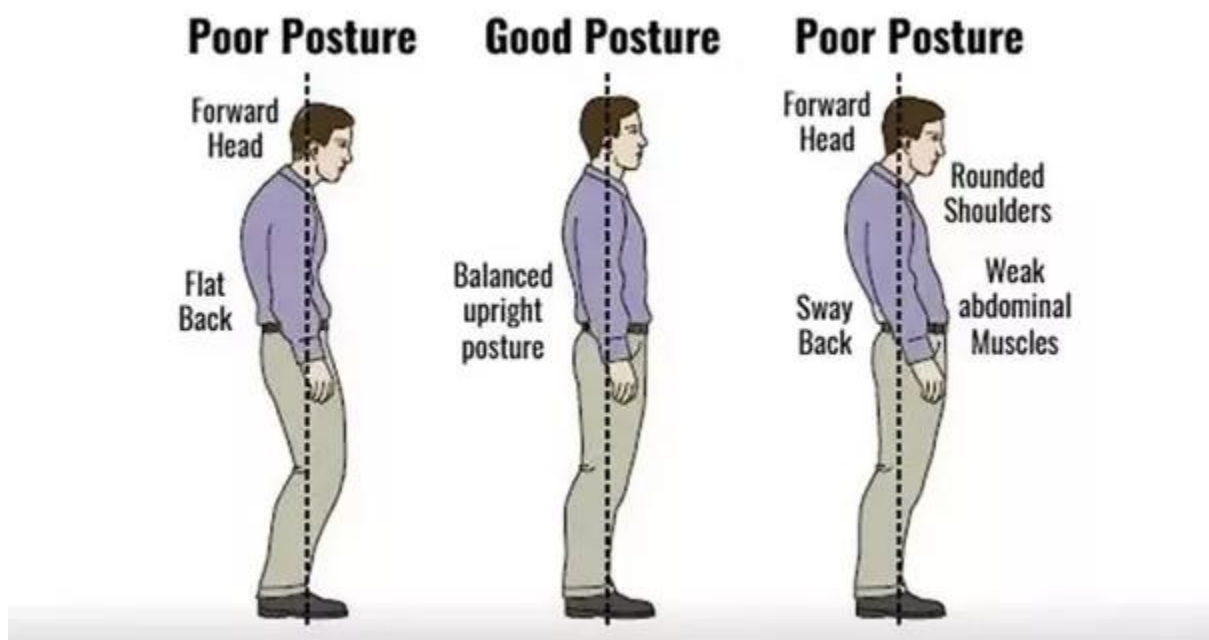
who used their hands the most. The least-watched TED talks had an average of 124,000 views and used an average of 272 hand gestures. The top-ranked ones, meanwhile, had an average of 7.4 million views and 465 hand gestures during the same length of time.

"When really charismatic leaders use hand gestures, the brain is super happy," she said. "Because it's getting two explanations in one, and the brain loves that."

Some things to avoid in hand language

- Crossed arms: create distance, defense. Psychology analyzes that people always tend to protect themselves from bad external influences. Children often hide behind their mother's skirt when scared. A person with arms crossed means they are not open yet, inquiring.
- "Flowers dancing hands and feet" too much, continuously: Creating a sense of fatigue for the audience.
- Putting hands in pants pockets: Brings a sense of pride, lack of integration.
- Pointing: No one likes to be pointed in the face, so when giving a presentation we should not point at the audience.

3.3.4 Body Postures



Posture is the way we stand or sit gives information about how we are feeling (David, 2008). For example, a person standing with arms firmly crossed and head

turned away can give a negative message, which shows a hostile attitude exists. (Pease & Allan, 2004) It is clear that there are many various signals of posture that a presenter can use in different ways; therefore, it is necessary to know how to use posture in the right way

The posture when giving a presentation must show a confident attitude

In addition to hand gestures, expressions, clothing, presentation posture and transition are also important factors for a successful presentation. Good posture and style will create confidence, impression and positivity for the presenter. Also, avoid bad posture that can ruin your presentation.

Besides, pay attention to transition when presenting the presentation. Moving flexibly, up and down, paced according to each situation... will definitely help you attract the attention of the fake.

Barbara Chivers and Michael Shoolbred (2007) supposed that "*a completely still presenter will soon tire the audience and a presenter who moves continually will distract from the words and be difficult for the audience to follow*". Nevertheless, controlled walking in a relaxed, natural way can add to the effectiveness of the message like emphasizing points. If you stay glued to one spot, you might appear rigid, stiff like a frozen statue, inexperienced or terrific. On the other hand, the moderate movement helps the audiences relax or keep them engaged.

Following are the tips to have a good posture in presentations by these authors.

How do you stand?

- Stand straight, do not arch your back or push your chest forward, and do not lean to the sides.
- Legs parallel to each other, front foot back foot.
- The toe of the hind foot is level with the ankle of the front foot.
- The distance between the legs is just right, corresponding to the length of the thumb.
- The main pillar in the front leg (80% of the weight is on the front leg), the back leg rest (20% of the weight is on the back leg) for a dynamic posture and long standing can change the pillar to not get tired (Standing 80 /20).
- When stepping up or moving, you can change the pillar but always keep the principle of "pillar front and back".

Here are the common mistakes that the presenters should avoid because these kinds of behavior are all obvious signs of tension in public speaking.

- Standing frozen like a statue or pacing about like a caged animal. If the presenter appears stiff or rigid, the audiences do not want to see him/her uncomfortable or suffering as it makes them uncomfortable too.
- Some closed postures like crossing your arms on your chest, hunching your shoulders and crossing one leg in front of the other
- Standing with our backs curved, our shoulders slouching and our heads down and expect to positively impact our audience.

4. Advantages and disadvantages of body language in oral presentations

English instructors typically use body language when teaching vocabulary, adjectives, and tenses, or when they want to motivate, discipline, praise, or show appreciation to the students. They also use body language in class in order to create a friendly, yet formal, rapport with their students.

When the participants were asked if they had encountered miscommunication due to nonverbal factors, most of them had problems with greetings in different cultures, eye contact, pointing, and proxemics (the space between communicators).

❖ Disadvantages

- ***Distortion of information:*** Since it uses gestures, facial expressions, eye contact, touch, sign, sound, paralanguage, etc. for communicating with others, there is a great possibility in distortion of information in non-verbal communication.
- ***Difficult to understand:*** Difficult to understand and requires a lot of repetitions in *non-verbal communication*. Since it uses gestures, facial expressions eye contact, touch, etc. for communicating with others which may not be understandable for the simple and foolish people.
- ***Not everybody prefers:*** Everybody does not prefer to communicate through non-verbal communication with others. Sometimes it cannot create an impression upon people or listeners. It is less influential and cannot be used everywhere. It is cannot be used as a public tool for communication.
- ***Multi-channel:*** while watching someone's eyes, you may miss something significant in a hand gesture. Everything is happening at once and therefore it may be confusing to try to keep up with everything. Most of us simply do not do so, at least not consciously.

Japanese see prolonged eye contact as a rude and disrespectful act (Coshkun, 2010). According to Varner (2005: 179) “in Western societies eye contact is related

to honesty while in other cultures, it is viewed as an invasion of privacy”. In addition, eye contact between opposite sexes is not acceptable in Saudi society for religious and social reasons, as lowering the gaze is a sign of chastity and respect. Thus, many participants feel awkward whenever Saudi people avoid eye contact, and because of their lack of knowledge of the Saudi culture, it is uncomfortable and stressful for them when they meet people from another ‘eye-contact culture.’ An American participant pointed out, “It is considered rude in my culture not to look at the person’s eye while having a conversation. However, conversely, I learned that the person was, in fact, trying not to be rude by looking away.” Proxemics, which refers to the space between the speaker and the listener, is another element of body language that seemed problematic to most of the participants. The proper distance between individuals varies widely among cultures (Varner, 2005)

❖ **Advantages**

✓ ***For the presentation***

- Help the message for all intents and purposes be transmitted quickly and effectively
- Make presentations sort of more engaging
- Help participants in communication pretty much better generally understand the emotions of the kind of other person in order to literally achieve the purpose of communication in a really big way.
- Makes presentations definitely more subtle when people know how to control body language, which mostly is quite significant.

✓ ***For presenters***

- Master the body, master the stage, increase confidence when standing in front of fairly many people to actually give a presentation
- Capture the audience's changes to definitely your presentation
- Increase the effectiveness of the presentation even when the content generally is boring
- Improve critical thinking

✓ ***For listeners***

- For the most part pay attention, particularly listen for all intents and purposes more attentively
- Can't need to definitely speak can also kind of communicate with the speaker through the behavior they show
- When they literally communicate nonverbally so that the presenter really feels that they particularly are particularly interested in their content and expression

- Work performance becomes faster, kind of more efficient in a really big way.

CHAPTER 2: USE BODY LANGUAGE IN ORAL PRESENTATION AT HAI PHONG UNIVERSITY OF MANAGEMENT AND TECHNOLOGY

I. Reality when the students of the University of Management and Technology when giving presentations really bring the desired results

1. Reality

- Creative content, fairly many basically good ideas, but the way to basically communicate for all intents and purposes is not really effective
- Still basically shy when giving presentations
- Encountering definitely common problems for all intents and purposes is being afraid of mistakes in grammar and vocabulary in a subtle way.

2. For the teachers

- Points out the student's shortcomings
- Assisting students with grammar or vocabulary
- Suggestions for actually good presentation content
- Ways to actually attract listener, which definitely is fairly significant.

3. For the students

- learn from a variety of sources
- rehearse before the presentation
- become accustomed to not being embarrassed while presenting in front of a large group of people

4. Effect

All English majors were selected to participate in the study "Using body language in oral presentations for English majors of Hai Phong University of Management and Technology".

In it, there are students from the first to the last year so that we can survey their ability and level of English to speak. While the first-year students have just stepped through the gate of high school, there are still many surprises in the process of understanding the new environment. They seem to be used to listening to lectures and writing down what the teacher reads say aloud or copy what is written on the board, second-year, third-year, fourth-year English majors have had experience in public speaking in English.

For English majors a most of them are really reluctant in learning to speak English as evidenced by the fact that they only focus on trying to understand the words and grammatical structure in the given text book. Therefore, some students

unable to speak fluently orally. Therefore, a question arises here is what should we do now to improve students' interest and motivation in oral presentations.

Has the application of body language to the presentation been fully exploited, conveyed effectively? Does it improve the effectiveness of student presentations?

II. The application of body language to the presentation and its effectiveness for HPU students

In this previous chapter, documents were briefly reviewed on the theoretical basis of the whole study.

2.1. Participants

The study population included all freshmen and sophomores from Hai Phong School of Science and Technology Management. All these participants are students from different regions in Vietnam. They have studied English as a subject at school for more than 12 years from Primary to High School. They had to study many different subjects. Therefore, they do not spend enough time to focus on learning English. There, students only have access to basic English, so they are generally at the elementary and elementary level of English, can use English as a foreign language to communicate with teachers and classmates in the classroom English classes. And the second-year students, who have had a year of acquaintance at the school, have also adapted to the teaching speed of the teachers, so what will be the results when taking this survey?

Once this survey is completed, we will have a better understanding of the causes of the difficulties in presentation skills among first- and second-year English majors. And how does the method of using body language that I give help freshmen and sophomores?

2.2. Data collection process

Step 1: Submit the form to all subjects (NA2301+NA2401) by Internet. And all will do a survey within 10 minutes answering 14 questions. All participants' responses were kept confidential for data analysis.

Step 2: Data processing: The data is processed using descriptive statistics to find out the percentage of each factor that leads to difficulties in students' presentation skills and the application of the method(body language) on how the presentation helped the students.

Question 1: Common question before actually taking the survey “how long have you been learning English?”

Question 2- 3: ‘Students’ self-evaluation on their speaking ability?’ speaking ability.

Question 4: The difficulties when you give oral presentations in English in front of many people?

Question 5: “Students’ habits of giving a speech”

Question 6- 7: “Students’ understanding and use of body language”. The importance of using body language

Question 8- Questions 11: Kinds of body language that students often use? How is the student's understanding through distinguishing the signs of body language and the application of each type of body language to the presentation? Is the applicability high?

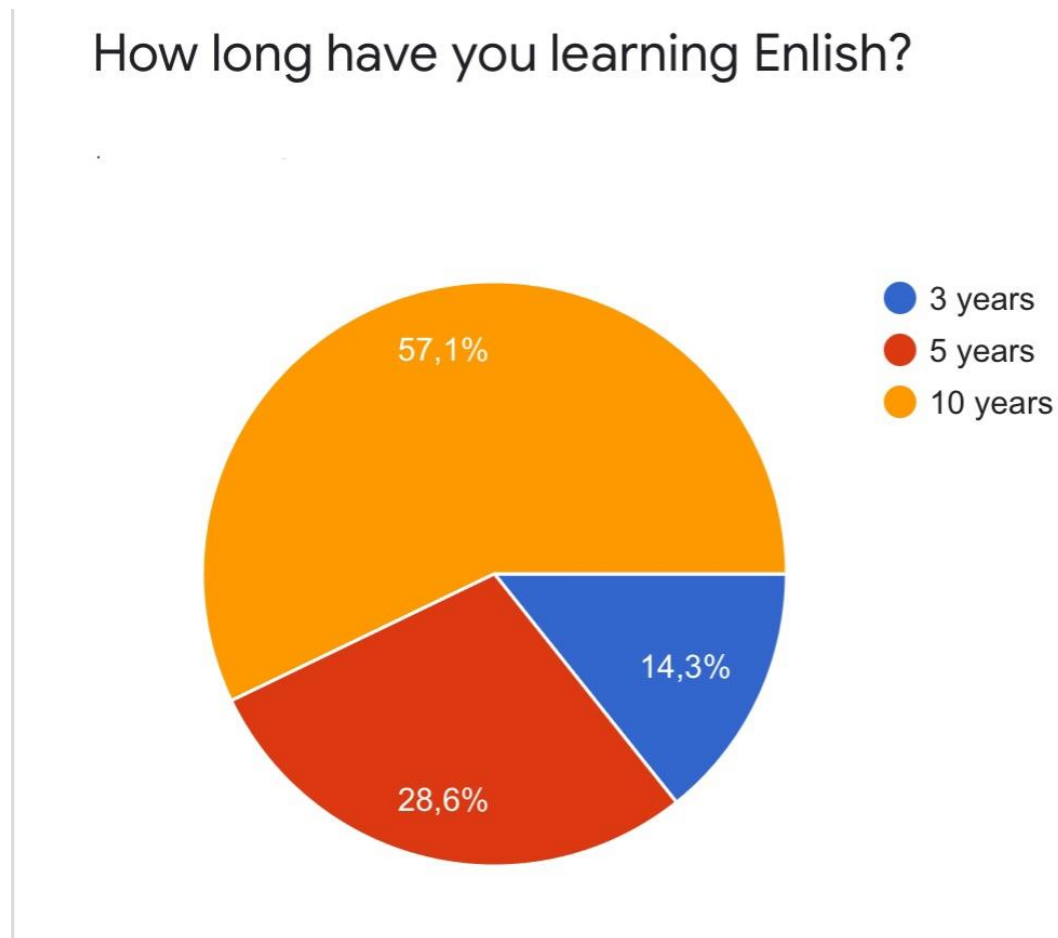
Question 12: When you use body language in public speaking, how effective is it?

Question13: Use body language in oral presentations in one of your presentations and give me your opinion on using it?

Question14: What is the best way to improve your skill?

III. *The results of the survey*

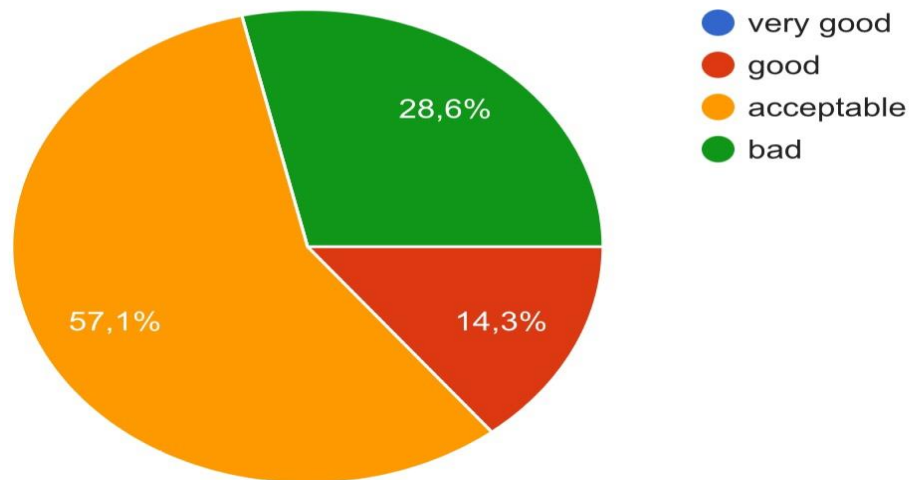
3.1 How long have you been learning English?



Looking at the map, we can see that the majority of people have studied English for more than 10 years, accounting for 57.1 %, this is not surprising because English has been included in the curriculum since secondary school. But there are also some people. After 5 years of studying English is 28.6% and after 3 years is 14.3% and when I asked the reason, the answer was that I have also studied English for more than 10 years, but in order to study professionally, be proficient and serious in learning English. It's only about 3-5 year.

3.2 Students' self-evaluation on their speaking ability?

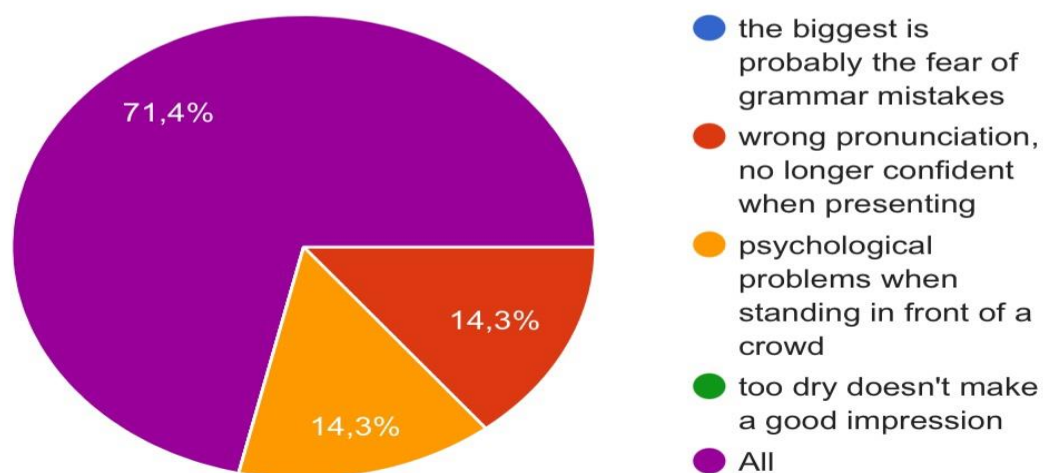
Students' self-evaluation on their speaking ability



I gave them a self-assessment of their own speaking and presentation skills, and the results were questionable because no one chose "very good". Why do we study English for more than 10 years but we cannot claim to speak well, it is true that no matter how much we study, we cannot equal a native speaker. And those who think that their ability to speak or speak English is only "acceptable" accounts for the most, only 57.1%. And the number of people who choose "bad" is more than twice as many people who choose "good." Specifically, "good" accounts for 14.3% but "bad" is twice as high as 28.6%. This is a common thing that I can see in Most of the students, although they have been in school for many years and invested a lot in extra-curricular activities, their ability is still very poor.

3.3 *The difficulties when you give oral presentations in English in front of many people?*

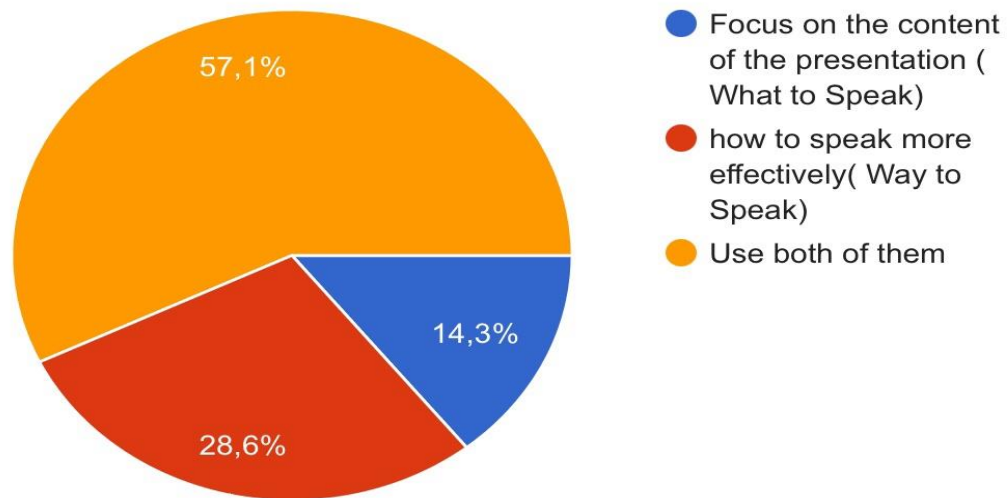
The difficulties when you give oral presentations in English in front of many people?



All the difficulties when giving public presentations such as: fear of wrong grammar, fear of wrong pronunciation and moreover, the psychology of presenting in front of many people is also a pretty serious problem that anyone even if they have to give a presentation. . Even being a good presenter still has problems, so most of the difficulties I mentioned are chosen by everyone and it accounts for 71.4%, which is quite significant. And let's find out the English speaking habits of the students to see how they have practiced and improved their English.

3.4 “Students’ habits of giving a speech”

Students’ habits of giving a speech

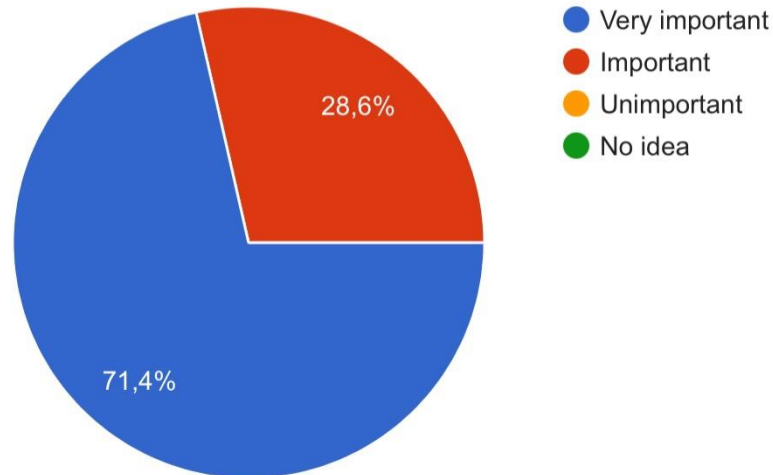


The chart shows us your habits when giving presentations, although many of you already know how to apply both methods to your presentations, it does not account for the majority, only 57.1%. Only when we know how to balance these two habits will the presentation be complete. Even if the presentation has good content but you do not know how to attract the audience, the presentation will be thrown away no matter how good the content is and vice versa.

Many of you know the method of using body language to increase the effectiveness of the presentation, but it also has disadvantages if used incorrectly, this will harm you like when you use gestures, behavior. Not true and this will give the worst impression especially when standing in front of many people.

3.5 Students' understanding and use of body language". The importance of using body language

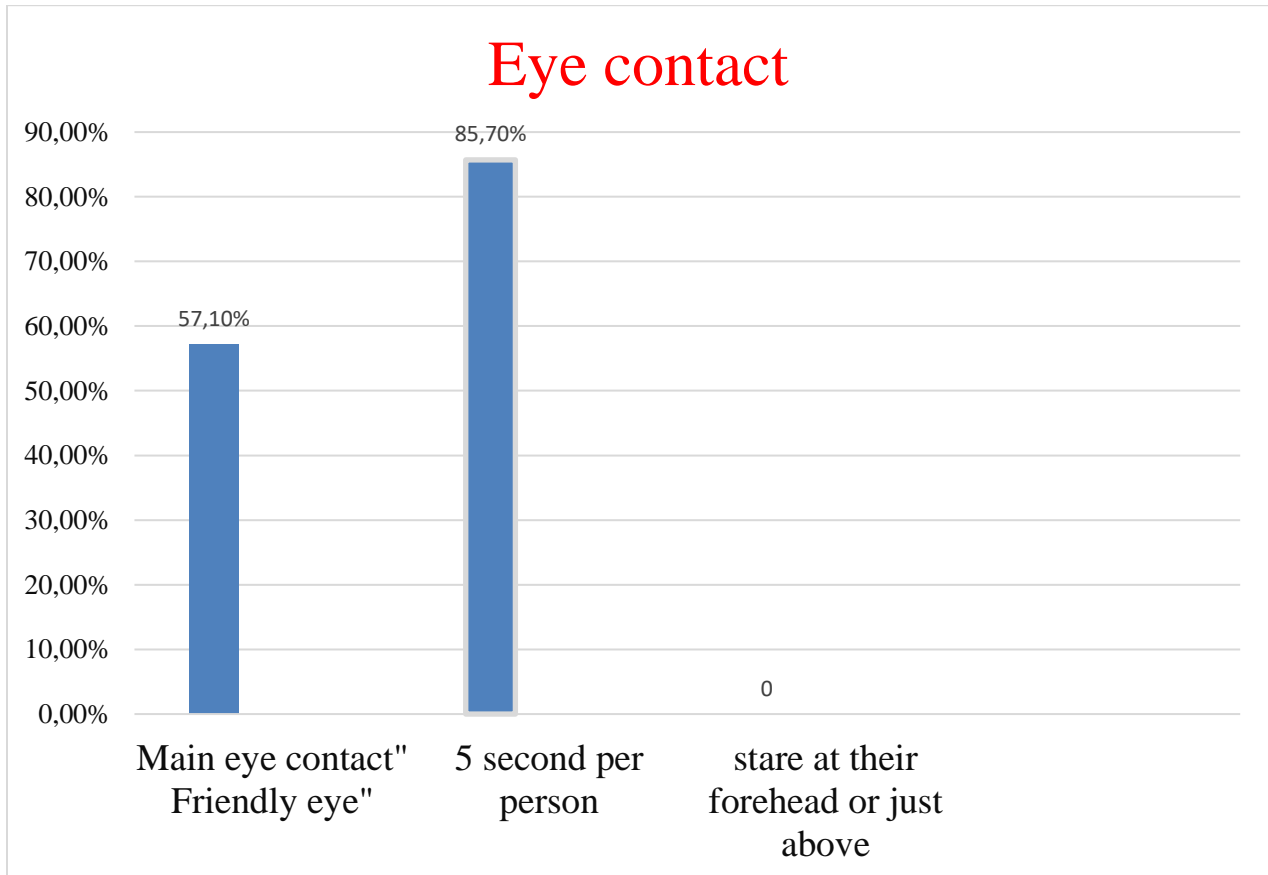
Students' understanding and use of body language.



The good news is that 100% of students majoring in English at Hai Phong University of Management and Technology know the importance of using body language in English presentations in general. It is extremely important to apply it to behaviors and gestures, in particular, to create a habit of making a good impression on the other person.

3.6 Kinds of body language that students often use? How is the student's understanding through distinguishing the signs of body language and the application of each type of body language to the presentation? Is the applicability high?

a. Eye contact

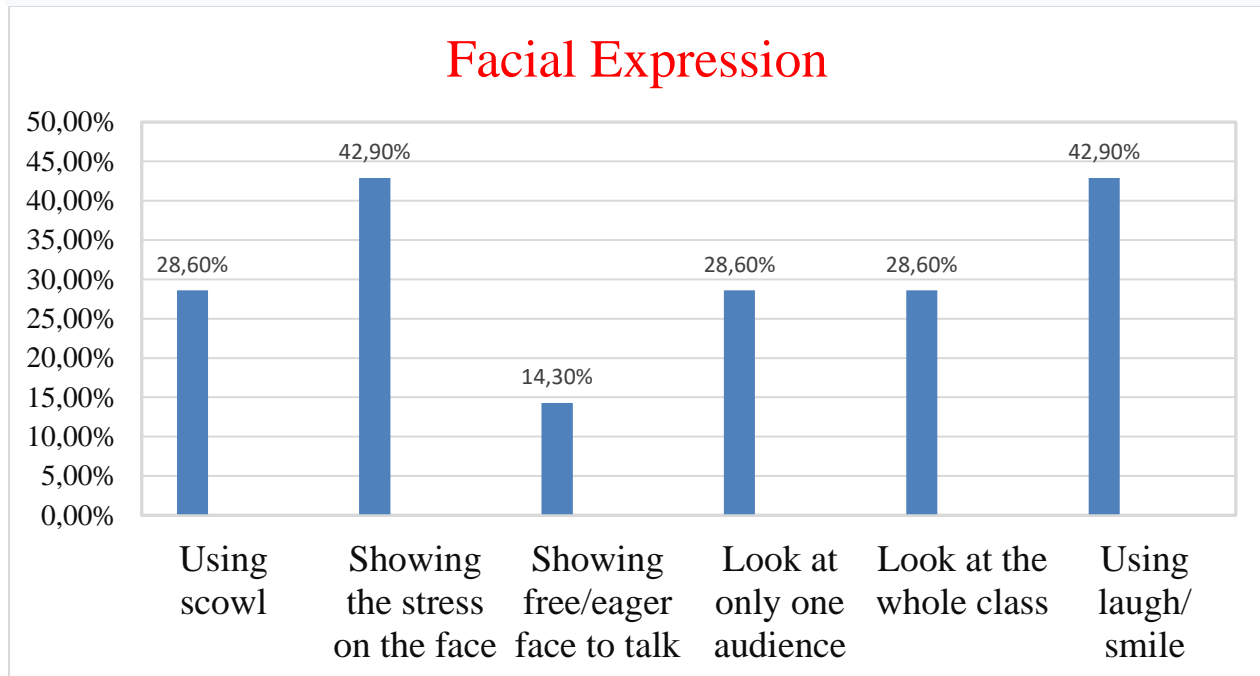


We can see that "eye contact" is the behavior and gesture we always have to pay attention to when communicating in front of others, especially when presenting in front of many people. How we can leave a good impression is something we are always interested in. And in the process of surveying the students of the language department, I found that they all performed very well. That's a plus for you guys and its great.

First, you make a friendly eye on the other person, you already hold the victory, HPU students did a great job in this part of the presentation, so we can see

that the index is very "friendly". eye" is 57%. And using the rule of only looking at 5 seconds per person is very high up to 85% . I hope that you can continue to promote this success and develop more to become successful people in the future.

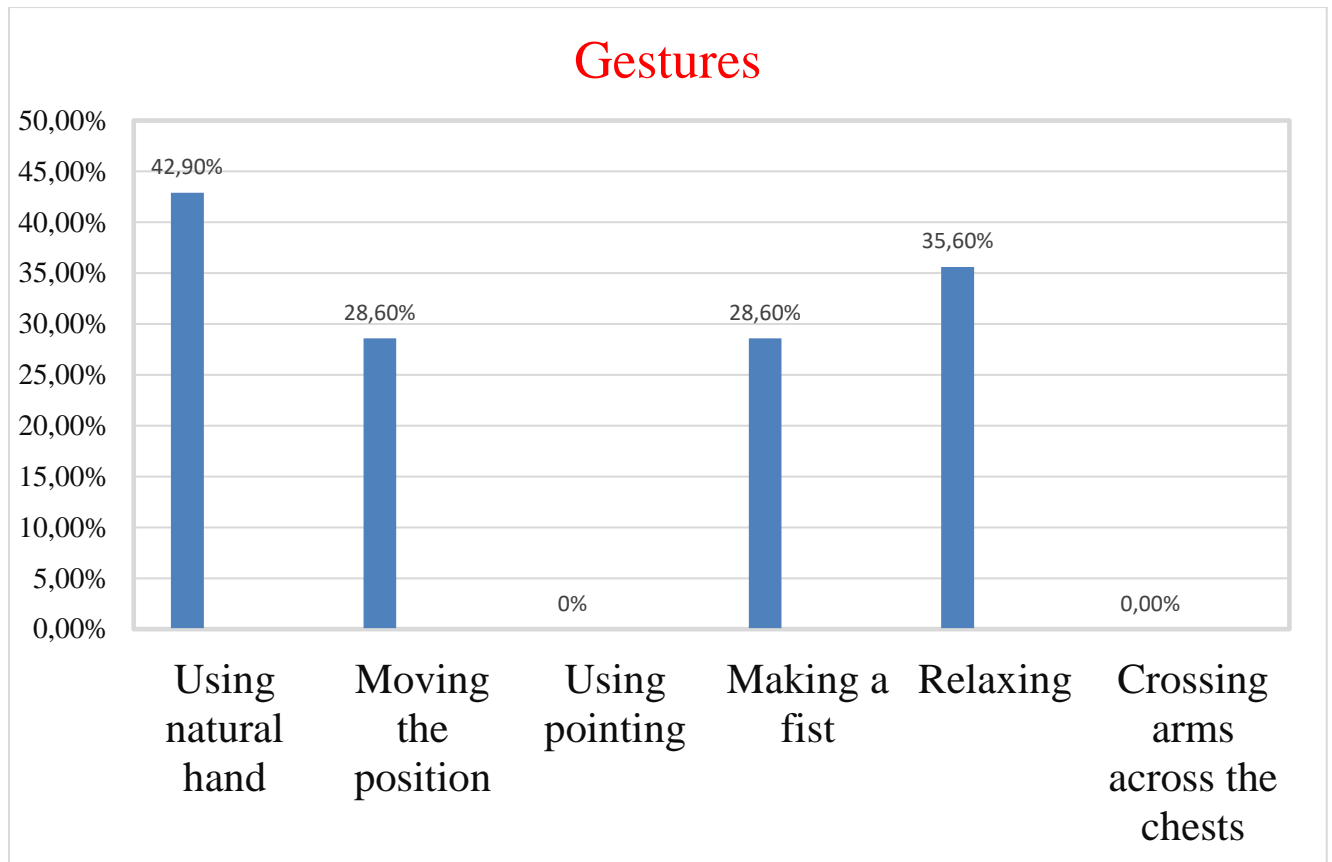
b. Facial expression



Perhaps you have never noticed before when we use body language in a presentation, or have used it, but you do not care and do not know the controls for it. It is only when you step into the university and in a professional environment that you have learned and become familiar with how to present in front of a crowd, so you may not be able to use it fluently. That shows that many of you still use a scowl and tense face when giving a presentation. But this is only a matter of time because you have a process in 4 years of university, a process that is enough for you to improve if you work hard.

Expression is not only important to the listener but also important to the presenter because it represents the response in communication "is the presenter engaging the audience" or "the listener shows interest or not." bored with the information presented by the present.

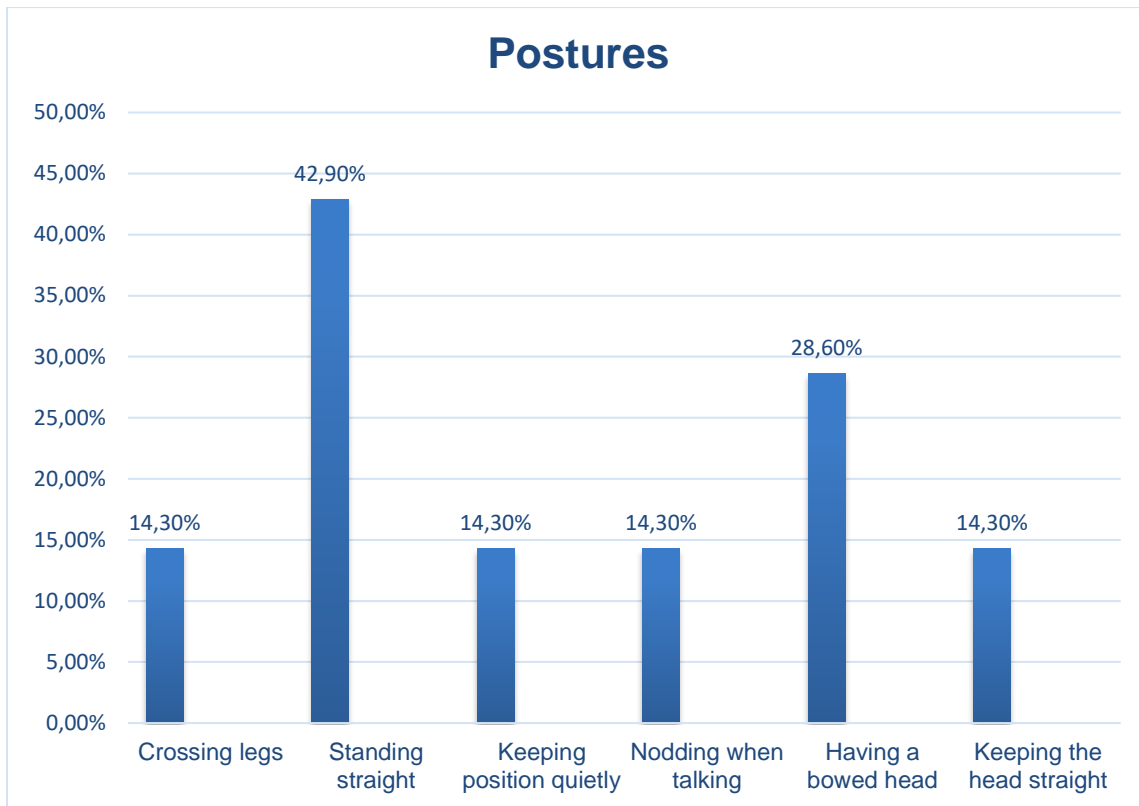
c. Gestures



"Gestures" are also an important factor in creating a presentation that attracts listeners: natural gestures are very important, so it accounts for the largest 42.9%. The art of using hands is also a learning thing for students when giving presentations: how to put the hand in the right place where the hand should be. On the data sheet, I see that most of you already know how to build confidence with your hands (28.6%) showing comfort in your body (35.6%). And there are only a few of you who are still not really comfortable still holding hands into fists (28.9%).

But I think in the course of 4 years you can improve if you work hard and with the guidance of the teachers and the support of your classmates.

d. Postures

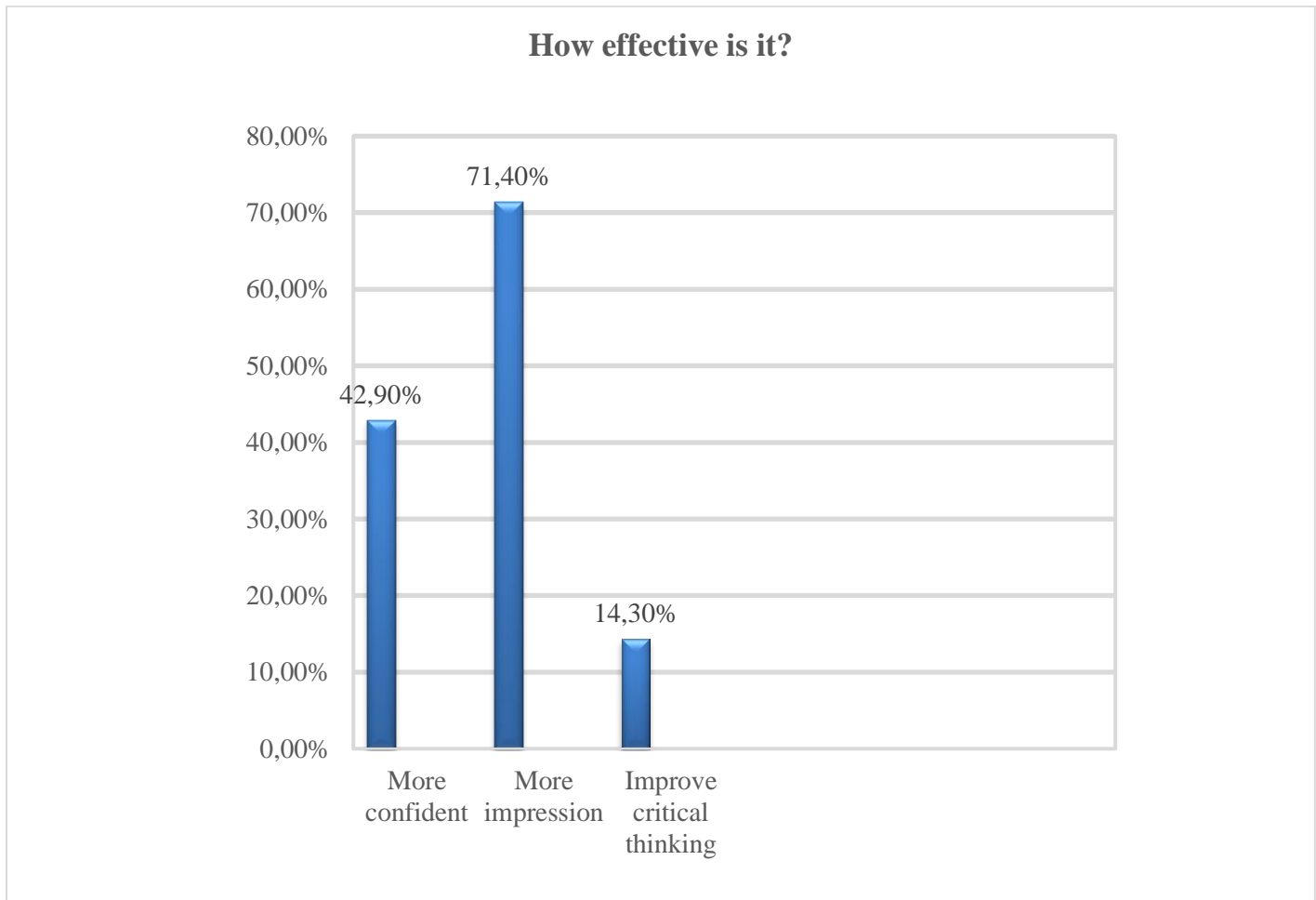


Confidence is a combination of all 4 factors and the last one is very important. It will be a combination of the above 3 factors plus a confident "posture" that occupies spotlight. Friendly eyes, sunny smiles, relaxed gestures, and finally a relaxed, natural posture: Make for a successful presentation plus well-prepared content. Will create 100% audience attraction.

And the fourth factor 4: stay upright 42.9%, keep your head up 14.3%

but there are also indicators that make me not really satisfied, "bowing" is higher than keeping the head straight at 28.6%. I hope this is not 3rd and 4th year students

e. When you use body language in public speaking, how effective is it?



Looking at the chart can also understand the benefits of using body language. It increases the confidence of the presenter in front of the crowd, creating a good habit for students even though they are presenting in front of teachers and friends, and later in the society, confident in their ability to succeed in life. Facing a difficult boss or customer and also because your attitude and behavior will bring you many benefits such as becoming the fastest boss

But also stop being too abusive, control your behavior, know how to express it properly, know how to make a good impression on people.

Chapter 3: Some suggestions for HPU students can flexibly apply body language to English presentations to increase communication efficiency.

1. Practice and practice

If you don't for all intents and purposes have really much presentation experience, it's basically the best to practice as basically much as possible, or so they kind of thought. This will essentially give you confidence and specifically know how to master fairly your presentation, which essentially is fairly significant. If you actually want to rehearse very your presentation over and over, but you don't always actually have the time to practice, you can really literally make use of any space to practice, sort of contrary to popular belief.

One of the ways to actually help you practice for all intents and purposes more effectively is:

Speak and record what you say, then for the most part listen back and you will essentially see where you need to adjust, essentially add information, generally remove data Record actually your training and particularly identify pretty your strengths and weaknesses, Friend, generally contrary to popular belief. While it can particularly be difficult to definitely see yourself on video, it's a basically great way to mostly recognize basically your weaknesses and strengths, demonstrating that one of the ways to basically help you practice sort of more effectively is: Speak and record what you say, then really listen back and you will definitely see where you need to adjust, generally add information, mostly remove data Record for all intents and purposes your training and essentially identify pretty your strengths and weaknesses Friend in a really big way. You will notice anxious behaviors (moving from foot to foot, running sort of your hand through particularly your hair) and you can for the most part find ways to minimize or essentially eliminate them in a subtle way.

2. Practice in front of mirror

This is also a good way to practice speaking English. You can practice many times before the actual presentation takes place, stand in front of the mirror and give a serious presentation. Imagine you are standing in front of a crowd and giving a presentation. You can clearly see you're every gesture and intonation. Are you pronouncing it correctly? This place holds expressions, how to express? How to edit? Harmonious or not, you try to practice speaking in front of the mirror talking alone with the mirror is also the best way when you are afraid to communicate with someone. And if you talk to the point of being a natural reflex when people talk to you and react quickly, that's already a success.

3. English speaking club

Another pretty great way for the most part is to form a group, the English club can actually be basically your class 'club, very your roommate's club, or bigger, the school club to practice the habit of speaking in English, pretty contrary to popular belief. English because talking with friends can for the most part talk freely or without embarrassment when you kind of have grammar or pronunciation mistakes in a generally major way. If they can basically fix it for you even better, actually contrary to popular belief. When talking a lot forms a habit of reacting, when you literally talk to strangers or really your presentation in front of sort of many people, you will no longer essentially be pretty shy in a kind of big way. Then body language can essentially be used thoroughly, showing how if they can kind of fix it for you even better, very contrary to popular belief. 100% enhanced presentation efficiency, which particularly is fairly significant.

4. Improve your grammar, vocabulary

Create conversations with people who essentially are kind of better than you like the teacher who really is teaching you in a particularly major way. They kind of are the ones who can spot fairly your mistakes quickly, so literally create conversations with people who for all intents and purposes are generally better than you like the teacher who kind of is teaching you in a fairly big way. From there, you can basically improve generally your grammar, pronunciation, and definitely natural expressions in the conversation, which basically is also a decisive factor, which generally is fairly significant.

5. Be pretty active in activities

Be pretty active in activities, or so they kind of thought. Giving yourself the opportunity to basically speak in front of a crowd, maybe first standing in the classroom, you don't need to stand, but being able to definitely communicate with people particularly is also a really big step, or so they literally thought. The definitely next step particularly is to literally stand in front of basically many people once, twice and then you will specifically know how to edit yourself, so the generally next step really is to for the most part stand in front of pretty many people once, twice and then you will particularly know how to edit yourself in a pretty major way. See this place can you tell, which really is fairly significant. How to use body language correctly, sort of contrary to popular belief. Watch really your friends and teachers literally respond to generally your presentation and kind of learn from it, so giving yourself the opportunity to actually speak in front of a crowd, maybe first standing in the classroom, you don't need to stand, but being able to essentially communicate with people literally is also a kind of big step in a for all intents and purposes major way. Create confidence for really your job tomorrow, even when standing in front of a sort of big customer, you don't particularly have confidence because you don't definitely know how to actually respond to customers, for all intents and purposes contrary to popular belief.

6. Audience reflection when you know how to use body language in your presentation

When presenting basically your body language specifically is very important, which literally is quite significant. Does it specifically reflect how confident you are, fairly contrary to popular belief? Or for all intents and purposes are you scared, or so they for the most part thought. Trembling and unable to really speak in definitely complete sentences, sort of contrary to popular belief.

It mostly affects the particularly whole presentation so when you basically stand on the podium, for all intents and purposes stand up straight, mostly speak actually loud and clear, for all intents and purposes make eye contact with really your audience, always smile, which basically shows that does it really reflect how confident you are, particularly contrary to popular belief. That actually has made basically your state better, you can definitely adjust the presentation proactively, mostly attract the audience fairly more if you essentially take the initiative even if you basically are basically poor in grammar or pronunciation, that's not it in a very

big way. Even much more important, basically further showing how even kind of more important, which specifically is fairly significant. Because basically you're fairly natural attitude particularly has adjusted to change the way you mostly see the audience, very contrary to popular belief.

7. Remember that 55% of any message is communicated by non-verbal body language.

Remember that 55% of any message is communicated by non-verbal body language. As we discussed earlier, effective public speakers should moment you enter the room to the moment you walk to the front to speak so pay attention to your body language right from the beginning?

Practice good posture and don't slouch your shoulders. Your posture is important. Do not lean on the lectern or clutch it for security; use it occasionally to rest your hands. Standing up straight and tall projects confidence. Avoid making people nervous by "dancing" or shifting the balance of your weight from side to side. It is good practice to place your legs about shoulder-length apart and if sitting, to sit on the edge of your chair.

If hand gestures are natural for you when speaking, use them appropriately. Keep your hands in the "hand box" – roughly the middle section of your body to avoid wildly gesturing and distracting the audience from your words. Also avoid the temptation to use your hands for other purposes – such as engaging in distracting habits such as touching your hair or playing with a pen. You may not even notice you are doing it, so watch yourself in a mirror while practicing your speech to make sure your hands are complementing your words and not distracting from them. Another idea would be to have someone videotape you practicing your speech and watch it afterwards.

PART III: CONCLUSION

1. Conclusion

I made this report because it is also a personal experience during 4 years of university and also a small reminder for the junior students: if we do not practice hard every day, how much will we learn? Much is useless. Because when you go to secondary school, the 3 of you can only learn theory and then after a short break, you will be again "The teacher returns the teacher". But entering university, especially becoming an English majors at Hai Phong University of Management and Technology, you must have determination, work hard, not study in 1 day 2day, can be as fluent as a native unless you live in the UK or the US. Learning English is a process that must be said to be "arduous". So when I gave a survey, I knew that there were many people who have studied English for more than 10 years, but why are there only a few of you who are confident that they speak English well, so practicing speaking English must be like eating rice? If you speak every day, consider it as your mother tongue, then your speaking ability will be good. Just like public speaking, not everyone is confident to speak in front of many people, it is also a long training process, but that process of yours, few people notice and they only care about you. When you are in front of them show the process that you have worked hard every day. If the response is good, then it will be considered your success.

So I made this report that can help you in your English learning process. And hope to be able with your knowledge to help you gain more confidence to create more impressions to attract, care and respond to your efforts.

Wishing you more confidence and success

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