

**Communication Skills**  
**Body Language**  
**Lesson Plan**

<b><u>Objective:</u></b> Participants will be able to know and use the effective body language	
<b><u>Total Time:</u></b> 90 Minutes	
<b><u>Material required:</u></b> NA	
<b><u>Instructor Note:</u></b> Communication is incomplete without body language. Body language conveys the thoughts and feelings of a person before their words come out. While our participants are learning to be more confident speakers, it's very important for them to know the accurate body language.	
<b><u>Opening Protocol:</u></b> <ul style="list-style-type: none"> <li>● Greet the participants</li> <li>● Take attendance</li> <li>● In pairs, ask participants to share with each other how they are feeling</li> <li>● Recap the previous session by asking 1-2 participants to share with the class, what they learnt and did in the previous session</li> </ul>	<b>5 Minutes</b>
<b><u>Opening Activity: A quick role play</u></b> <ul style="list-style-type: none"> <li>● Ask two students to volunteer for an interesting activity</li> <li>● Take these two students out of the classroom and tell them to do a role play in front of the class</li> <li>● The role play will be of two friends who are meeting after a long time. Ask one student to have very active body language (big smile, open hands, erected body). The other student will not smile, will keep hands closed and will not have eye contact. Tell these two students that they are presenting how body language makes a difference even when the words are the same.</li> <li>● Bring the students in the class and tell everyone that these students are doing a role play of two friends who are meeting after long time</li> <li>● Give 2 minutes for the role play</li> <li>● After 2 minutes, ask other students what they observed. Bring them to a point where they identify the good and bad body language</li> </ul>	<b>10 Minutes</b>
<b><u>Concept Discussion:</u></b> <ul style="list-style-type: none"> <li>● Ask students- <ul style="list-style-type: none"> <li>- What do you think is body language and why is it important?</li> <li>- Is body language really important? How does it make our communication more effective?</li> </ul> </li> </ul>	<b>15 Minutes</b>

<ul style="list-style-type: none"> <li>- What all can be included in an effective body language .</li> <li>● After getting 3-4 responses for each of these 3 questions, guide students on understanding the importance of body language</li> <li>● Use the PPT to discuss the following: <ul style="list-style-type: none"> <li>- Eye contact</li> <li>- Erect posture</li> <li>- Smile</li> <li>- Nodding head</li> <li>- Blinking the eyes</li> <li>- Use of arms</li> <li>- Position of legs</li> </ul> </li> <li>● Tell students that these concepts have been given in their handbook as well for reference</li> </ul>	
<p><b><u>Activity 1: How's the mood</u></b></p> <ul style="list-style-type: none"> <li>● Ask one student to come in front. Tell him/her to express the following feelings without speaking anything <ul style="list-style-type: none"> <li>- Sadness</li> <li>- Happiness</li> <li>- Excitement</li> <li>- Anger</li> <li>- Confusion</li> <li>- Surprise</li> </ul> </li> <li>● This shows how our expressions can actually convey our feelings to others</li> <li>● Divide students in pairs</li> <li>● Tell them to name themselves A and B</li> <li>● Tell them that the “A” will use different expressions and B will have to identify A’s mood through his/her expressions. After 2 minutes, the trainer will ask them to change the role. Now B will speak using different expressions and body language and A will identify the mood</li> </ul>	<p><b>10 Minutes</b></p>

<p><b><u>Activity 2: A picture says it all</u></b></p> <ul style="list-style-type: none"> <li>● Ask students to open their handbooks and go to the activity “A picture says it all”</li> <li>● Ask them to write captions for each picture using English or regional language. Give them 10 minutes for this</li> <li>● After 10 minutes, take one response for each picture</li> <li>● Conclude the activity by emphasising on the point that a picture says alot because people have their body language displayed in them. Similarly, our body language should display traits that we actually meant to have so that</li> </ul>	<p>20 Minutes</p>
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<p>whosoever is assessing doesn't misinterpret our body language and gets a positive signal.</p>	
<p><b><u>Activity 4: Speak with the effective body language</u></b></p> <ul style="list-style-type: none"> <li>● Divide the class in pairs, tell them to stand at a place where they can hear each other's voice clearly</li> <li>● Tell them that they will be talking to each other on the given topic</li> <li>● Give one topic at a time and change it after two minutes. Give atleast 2-3 minutes to talk about one topic. When students are talking in pairs, observe their body language and give them feedback before assigning a new topic. This way students will get to improve their body language by the end of this activity</li> <li>● If students are carrying their phones, they can give their phones to their partners when they speak to make videos. This way students will have their own videos in their phones which they can watch later to check their body language</li>   <li>● Give the following topics for the activity <ul style="list-style-type: none"> <li>- My school</li> <li>- My hometown</li> <li>- My friends</li> <li>- How I spend my day</li> <li>- What do I do on weekends</li> <li>- My favourite festival</li> <li>- A person I dislike a lot</li> </ul> </li>   <li>● After 15 minutes, tell them the mistakes they make in their body language and how they can make it better</li> </ul>	<p>25 Minutes</p>
<p><b><u>Closing Protocol:</u></b></p> <ul style="list-style-type: none"> <li>● Thank the participants for their time</li> <li>● Announce the next time you will be visiting them</li> <li>● Share the topic of the next session</li> <li>● Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session</li> <li>● Click pictures of the artefacts for documentation</li> </ul>	<p>5 Minutes</p>