Week 6 exercise

12 Things That Ruin a First Impression Immediately

Fill the gaps with the missing words

Scientists have proven that we form our first impression about someone within the first 7 seconds of ………………. them, and there are definitely certain factors that can ………………….. make or brake it.

Are you ready to find out what you should and shouldn’t do in order to leave a good first impression ………………………….? Then keep on watching!

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No 12 – a weak handshake. This point couldn’t be more important for anyone with an ………………………. job interview.

A flimsy handshake can be a real first impression ……………. In his research, psychologist William F. Chaplin found that people with a weak handshake are instantly judged as being shy, ………………., uninterested or even completely incompetent. That’s definitely not how you want others to see you, is it?

Another common mistake people make is …………….. someone’s hand for too long. ……………………….

If you’re gonna give the right impression on confidence and capability, remember to ……………… the other person’s hand ………………… and for no longer than 2 seconds. That’ll put you on the ……………. to success.

No 11 – keeping your hands in the wrong position. If you’re ever sitting ………………………………..a group of people whether it be at a business meeting or at some conference, you’ve gotta be ……………….. of where you keep your hands. You can put them on your lap, but never keep them in your …………………. because this gives the impression that you’re …………… something. If you place your hands on the table, don’t squeeze them too …………….. or leave them flat with your …………………. down, this makes people feel that you want to control them. Also, don’t forget about the rule that culture place here: while gently folding your hands on the table is totally ok in the ……………………………., this position is considered …………… in Japan and India. Do your research on the customs and culture before you visit another …………….., this will help you avoid any ……………………. situations.

No 10 – chewing gum. You’ve got to admit that it’s incredibly annoying and distracting when you’re talking to someone and they’re chomping on piece of gum. Put this ………………… behavior into a formal situation or a first time encounter with someone and it becomes even more inappropriate.

Chewing a gum makes you look immature, self-centred and somewhat ……………….. so don’t even think about it for a job interview: you want to show your best qualities not your indifference towards your ………………. ……………………. On the flip side a new study has found that in casual situations, people chewing gums are usually perceived as ………………. and approachable, so be careful with this one: it can either help or hurt you.

No 9 – avoiding eye contact. Eye contact has an ………………………powerful influence on how we view someone. A 2007 study show that people who maintain eye contact during a conversation is often seen as more …………………., attentive, intelligent and ………………………... People who avoid eye contact, on the other hand, are viewed as less sincere, more anxious and even unattractive. It doesn’t mean you have to stare people down like a creep. Just don’t be afraid to ……………………. with another person from time to time …………………….. looking constantly around, especially when you meet them for the first time.

No 8 – playing with your hair […]

No 9 – picking the wrong conversation topics. In order to avoid the dreaded awkward ………………, a lot of people are ready to talk about anything with someone they’ve just met. But you never know what subjects can make someone feel uncomfortable, so it’s better to play it safe and avoid the general taboo topics out there. They include ………………. problems, money, religion, politics or personal problems and ………………... Try not to focus the conversation only on yourself and your ………………... That’s what therapists are for. It’s always a good idea to be attentive to your conversation partner. A good ……………….. is always highly …………………..

No 6 – invading someone’s personal space. Just as there are certain lines you shouldn’t cross when it comes to conversation ………………, the same goes for personal space. Experts put it simply: the space between you and another person depends on your relationship and the situation. There’s a certain distance for ………………………. and family, one for informal conversations and another for ………………………. When it comes to meeting someone for the first time, keep a minimum of 4 feet between the 2 of you. If you stand too close to them you may come off as …………………. but if you stand too far away you seem ……………………….. Just try to find a happy medium and try to stick to it.

No 5 – making distracting noises. We’ve all been in a room with someone who constantly taps their …………………. or fingers or drums their pen on the desk and if you do all of these things, you’re not only …………………. everyone, no offence, you’re also giving a wrong impression about you. Tapping can indicate ………………….., irritation or impatience. People might even think that you’re purposely trying to irritate others or ……………………….. to yourself. And while cracking your knuckles can help ………………. stress, it’s one of the most annoying sounds according to a survey by the New York Times. It can be nearly impossible to control nervous tapping, but you have to try, especially during important meeting or ……………………………..

No 4 – constantly checking your phone. In the age of social media and 24/7 access to the Internet, we’ve become ………………… to our gadgets. In fact, an Android app called Lock it, collected information and found that the ………………… person checks their phone 11o times a day. Even if you’re just checking the time on your screen, it comes off as extremely …………………. when you do it during a …………………………. The other person get the impression that they’re …………………… you and you seem to have better things to do. A study from the University of Essex showed that even just having one’s phone on the table next to them, reduces the conversation’s quality and the participant’s ……………………... So, leave it in your bag or in your pocket, period (punto).

No 3 – forgetting people’s names. Probably the most embarrassing thing you can do when you see someone is to forget their name, and it’s especially humiliating if they remember yours. To ……………………… of this awkward situation, get into the habit of immediately repeating someone’s name after being introduces like: “Hi Ann, nice to meet you”. […]

No 2 – being late.

No 1 – the wrong attire.