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## Spacing in formal letter writing

Death is the most natural thing, but it seems surreal, so most of us don't bother planning for it (plus it's kind of a bummer). We've told you how to prepare for practical things, but there's an emotional side to think about, too. Consider writing the last letter. It's a fact of life that we're all going to die at some point. Although it's not what you... Read more in the New York Times, Dr. VJ Periyakoil details his experience with dying patients. She writes: The most common emotion they express is regret: regret that they never saw the time to dent broken friendships and relationships; regret that they never told their friends and family how much they cared; regret that they will be remembered by their children as hypercritical mothers or demanding, authoritarian fathers. Based on this experience, Periyakoil launched the Stanford Friends and Family Letters project. It is basically an initiative that encourages patients to open a dialogue with their doctors and loved ones to communicate what is most important to them at the end of life. This means creating guidelines for their care, but it also means expressing your feelings towards family and friends. Again, it's kind of a dark topic, and one that most of us don't exactly cover. The idea that you can leave this world without closure, however, is an even more unpleasant thought. The project's website includes three templates that you can use. What matters most: It's a letter template that allows anyone to document what's most important to them and what procedures they want in the future. This tool is free and available in print as an online fill out form and both the iPhone and Android App in eight different languages. Letter Project Advance Directive: This tool allows anyone to answer a few simple questions in English. When they finish and click the print, the tool will send them a auto-filled valid pre-policy document and an additional letter to the doctor describing their preference for medical care at the end of life. This tool is free and available in print, both online filling out forms and both the iPhone and Android App.Friends and Family Letter: This letter can help all adults complete their seven life review tasks: recognizing the important people in our lives; Remembering the cherished moments in our lives; apologizing to those we may have been hurting; forgive those who have hurt us; and say thank you, I love you and farewell. Using this template, you can write a letter to your friends and family in one of eight languages using an online form, iPhone or Android App or a printed form. Hit the links above to check out each template. You fill them up online and then you print or email (you don't have to sign up or submit anything). To learn more about this initiative, blur the links below. Stanford friends and and Writing the project via The New York TimesPhoto for ktburnett91 Last updated January 15, 2021 Popular Idiot say that actions speak louder than words have been around for centuries, but even to this day, most people struggle with at least one area of nonverbal communication. Consequently, many of us tend to have a more confident body language, but do not have the knowledge and tools needed to change what is largely unconscious behavior. Given that others' perception of our competence and confidence largely depends on what we do with our faces and bodies, it is important to develop more self-awareness and consciously practice better posture, position, eye contact, mmind, hand movements and other aspects of body language. PostureFirst stuff first: how is your posture? Let's start with a quick self-esteem of your body. Have your shoulders fallen or rolled back in a vertical position? When you get up, do you evenly distribute your weight or lean excessively to one side? Does your natural position place your feet relative to shoulder width apart or your legs and feet close together in a closed position? When you sit, does your lower back protrude in a falling position or maintain a straight, spine-friendly posture in your seat? These are all important considerations to make when assessing and improving posture and position, which will lead to a more confident body language over time. If you regularly struggle with maintaining good posture, consider buying a posture trainer/corrector, consulting a chiropractor or physiotherapist, stretching daily, and strengthening both your core and back muscles. Facial expressionsIf you are prone to any of the following in personal or professional settings? Brookism (hard, compressed jaws or grinding teeth) frowning and/or furrowing eyebrows Avoiding direct eye contact and/or looking at the ground If you answered yes to any of them, then let's start by exploring the different ways in which you can project confident body language through the mism. 1. Understand how others perceive your facial expressionsIn December 2020, a study by the University of California, Berkeley and Google researchers used a deep neural network to analyze facial expressions in six million YouTube clips representing people from more than 140 countries. The study found that despite socio-cultural differences, people around the world tend to use about 70% of the same personals in response to different emotional stimuli and situations. The researchers in the study also published a fascinating interactive map to demonstrate how their machine learning technology assessed different facial expressions and determined subtle differences in emotional responses. This study highlights the social importance of miki, because whether we are aware of them or mirror or screen on the video conferencing platform - how we present our faces to others can have a huge impact on their perception of us, our confidence and our emotional states. This awareness is an important first step on the road.2 Relax FaceNew studies of bruxism and facial tension found that stresses and anxiety Covid-19 blockages led to a significant increase in orofacial pain, jaw squeezing, and teeth grinding, especially among women. The National Institute of Dental and Craniofacial Research estimates that more than 10 million Americans alone have temporomandibular joint dysfunction (TMJ syndrome), and facial tension can lead to other complications such as insomnia, wrinkles, dry skin, and dark, swollen bags under the eyes.) To avoid these unpleasant outcomes, start practicing progressive methods of muscle relaxation and taking breaks more often during the day to moderate facial tension. You should also try some biofeedback techniques to raise awareness of involuntary bodily processes such as facial tension and achieve a more confident body language as a result. 3. Improve your eye ContactDid you know there is a whole under the field of Kinezian communication studies dedicated to eye movement and behavior called oculistics? This applies to a variety of communication behaviors, including direct eye contact, eye-prevention, pupil enlargement/constriction, and even the frequency of blinking. All of these qualities can shape how other people perceive you, meaning that eye contact is another area of nonverbal body language that we need to be more attentive in social interactions. The ideal type (direct/indirect) and duration of eye contact depend on various factors, such as cultural conditions, differences in power/power/age between the parties involved and the context of communication. Studies have shown that differences in exposure to eye contact are particularly noticeable when comparing East Asian and Western European/North American cultures. To improve eye contact with other people, strive to maintain consistent contact for at least 3 to 4 seconds at a time, consciously consider where you are looking, listening to someone else, and practice eye contact as much as possible (as strange as it may seem at the beginning, is the best way to improve).3 Smile MoreThere has many advantages for smile and laughter, and when it comes to working on a more confident body language, this is an area that should be fun, with low stakes, and relatively stress-free. Smile is associated with the happiness of the chemical dopamine and mood stabilizing hormone, serotonin. Many empirical studies have shown that a smile usually leads to positive results for a smiling person, and studies have shown that a smile can affect listeners' perception of our confidence and reliability as well. Hand Hand for the miki and posture that you do with your hands while talking or listening in conversation can significantly affect the perception of others of you in a positive or negative way. It's certainly difficult to consciously explain all your nonverbal cues while simultaneously trying to stay involved in the verbal part of the discussion, but putting in an effort to develop more bodily awareness will now make it much easier to unconsciously project a more confident body language later. Improving your handshakeIn the article Anthropology handshake, University of Copenhagen Social Anthropology Professor Bjarke Oxlund assessed the future of the handshake in the wake of the Covid-19 pandemic: Handshakes not only vary in function and meaning, but do so in accordance with the social context, situation and scale. . . . there should be a public discussion of the pros and cons of holding on to the tradition of shaking hands as a normal gesture of greeting and leave in various circumstances. It is too early to identify some of the ways in which Covid-19 has continually changed our social norms and standards of professional etiquette, but it is reasonable to assume that a handshake can maintain its importance in American society even after this pandemic. To practice a more confident body language at the same time, a video about the science of the perfect handshake below explains what you need to know. Complement your verbal with hand gestures, as you know by now, confident communication involves much more than just smiling more or sounding like you know what you're talking about. What you do with your hands can be particularly influential in how others perceive you, whether you're fidgeting with an object, clenching your fists, hiding your hands in your pockets, or quietly gestulating to highlight the important points you're discussing. Social psychology researchers have found that iconic gestures - hand movements that appear to have a significant bearing on the speaker's verbal content - can have a profound effect on the storage of listeners' information. In other words, people are more likely to interact with you and be more mindful of what you said when you speak with additional hand gestures, not just your voice. Further hand gesture studies have shown that even your choice of left or right hand for gestures can affect your ability to clearly convey information to listeners, which supports the idea that more confident body language is easily achievable through greater self-awareness and deliberate non-verbal action. Ultimate TakeawaysDeveloping better posture, enhanced facial expressiveness, and practicing hand gestures can greatly improve your communication with other people. First, it will be difficult to consciously practice behavior that many of us us to perform daily without thinking about them. If you ever feel discouraged, however, remember that there is no shortage of consistently putting in a little more time and effort to increase your bodily awareness. With the tips and strategies above, you'll be well on your way to embracing more confident body language and reinforcing others' perceptions of you over time. More tips on how to develop a confident body languageFeatured photo credit: Maria Lupan via unsplash.com unsplash.com

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