Greetings and Introductions

The Rules of Introduction

1. Stand Up

2. Smile

3. Always Shake Hands & Make it Firm

4. Make Eye Contact

5. Repeat the Other Person's Name

Ways to Avoid Commonly Made Business Introduction Mistakes

• Always wear name tags on the right side rather than your left.

• Always stand when someone approaches you or wishes to introduce themselves.

• Remember to repeat the name of the person you have recently met within the same conversation.

• Men should always shake a woman's hand rather than her fingers.

• Women should make all of their handshakes firm and extend the gesture to business associates outside of the standard business setting i.e. the supermarket or shopping malls.