



business etiquette

It is knowing and observing the rules of conduct that will maintain good relations with others without offending the other person. It applies to what you say, what you do, and how you look. It also covers what you don't do or say.

handshaking

the action of shaking hands with a person.

introductions

the action of introducing something or someone.

name tag

It is a badge or sticker worn on the outermost clothing as a means of displaying the wearer's name for others to view.

business card

a small card printed with one's name, occupation, business address, etc.

Wet fish handshake

normally means a weak character, someone who is easily persuaded.

Dead fish handshake

A limp handshake. Has no energy, there is no shake, no squeeze, not even a pinch, and it gives the feeling you are holding a dead fish instead of a hand. Indicates low self-esteem. It is commonly found amongst inmates and people with a very low sense of self.

Hand Hug

is popular with politicians, as it can present them as being warm, friendly, trustworthy and honest. Involves covering the clenched hands with the remaining free hand, creating a sort of "cocoon"



The Bone Crusher >

Show overly aggressive personality types. Also used with less strength by individuals with a desire to dominate occasionally out of weakness or fear they will be dominated by others if they don't do it. Is often performed by larger men that are trying to make up for smaller things and is also popular amongst politicians, lawyers, and other authoritative figures that think they have something to prove.

Queen's Fingertips

A person who offers fingers, instead of his palm for making a handshake is said to be making a Queen's handshake. This handshake indicates a sense of superiority. Commonly seen in men-women

Keep Back

Used by the aggressive types. The purpose of this one is to keep you at a distance and away from their personal space as they might feel threatened, they will lean forward or balance on one foot to achieve needed distance. It can also be common to find this type of handshake in people who were raised in country/rural areas as the personal space for people in such areas is much larger than the personal space needed for individuals raised in the crowded cities. ON =

Yank and Pull ne y>

play, it's when a person decides to grab your arm and pull you in close towards them and inside their territory/personal space. Possible reasons: The person is insecure and needs you to be in their own territory in order to feel comfortable and safe. They come from a culture/city that requires smaller space needs. They want to take control and get you off balance, considered manipulative because they want things done a certain way. fSAV

Teacup ml >

No palm-to-palm contact. The other person's palm is cupped, like a teacup. This handshake indicates that the person is hiding ln=true

The Brush Off

It is a quick grasp and then a release that feels like your hand being shoved aside. This handshake is a statement of "it's my turf and my agenda that matters, yours doesn't." Listen first to what the person wants before talking about your ideas for them C

The Dominator

Involves any use of a downward turned palm. A seemingly innocuous turn of the wrist, this handshake is more often than not an indication of superiority. It literally says, "I have more power than you."

Lobster Claw

Person's thumb and fingers touch the palm of your hand. The person doing this may fear connecting at a deep level and may have challenges building relationships >



Hand Wrestler

Your hand is taken normally and then twisted under the other person's. This is usually done aggressively.

The Urbar

is popular amongst athletes and the younger generation. Has no place in the conference room. A slight elevation of the four fingers is all it takes to go from an appropriate business greeting to a disastrous ordeal.

The Shug

Halfshake – half hug The “Shug” is incredibly flexible and versatile. It conveys masculinity with a touch of affection; it's reserved but expressive; and it's close but not uncomfortably close.

The Southpaw

Otherwise known as the “Lefty”, the “Southpaw” should be avoided at all costs. To shake someone's hand with your left hand is considered uncouth and even an expression of disrespect in some countries. nd Fragment-->y>

The I'm Too Occupied Right Now

Seen in passing or hurried moments or feels obligated to extend his or her hand, the “I'm Too Occupied Right Now to Shake Your Hand Properly” handshake is the most difficult of all to execute./html>

The Fist Bump

Not a “handshake”, the “Fist Bump” is a form of haptics and has gained overwhelming popularity. Generally not acceptable in the workplace, but popular socially and in business world.

The Appropriate Handshake

Standard extend your right hand straight out in front of your body, with your elbow slightly bent, and your thumb pointing to the ceiling. Lean forward slightly if there is room, but not so much that your faces are uncomfortably close. Keep eye contact; do not glance down at the hand offered as you shake. Keep a pleasant expression; not stiff or overeager. Close your fingers around the other hand with your thumb resting to the side. Grip with a slight firmness (like a gentle squeeze) as you raise your hand slightly up and down for the “shake.” Release the hand after 3-