



DELIVERING STRATEGIC SOLUTIONS ACCA'S 2000 ANNUAL MEETING

Handshakes

A weak handshake says _____

A firm, one-handed clasp says _____

Hugging is _____

Kissing on the cheek is _____

Kissing on the mouth is _____

If you wear rings on your right hand, they may hurt you and the person with whom you are shaking hands.

Tips on Handshaking: Personal Image

* For a woman to make her hand seem larger and more substantial when shaking hands with a man she should extend her hand with the index finger slightly separated from her middle finger. The space is not perceived, only the total width.

* Always rise when introductions are being made and you are shaking hands.

* Never shake hands across a table or other impediment.

* Always smile while shaking hands.

* Try to be the one to extend your hand first. This shows authority and confidence.

* Use one hand, not two when shaking hands. Two-handed handshakes can either be one hand over and one hand under (this means _____)

or one hand on the forearm while the other is shaking the hand (this means _____) * To correct a limp handshake you can _____

* To correct a too-firm or pumping handshake you can _____

* A sympathy handshake is _____ and is appropriate when _____

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