It is always good manners to offer a handshake to someone you meet for the first time, or even someone you already know.

- Hold your hand out with your fingers together and your thumb pointing up.

- The proper way to shake hands is “web to web.” That means the web of your right hand should be touching the web of the other person’s right hand.

- Grip the other person’s hand and give it a firm squeeze.

- Don’t make a face if the other person squeezes too hard.

- Don’t do a “high five” or fancy handshake unless you know the other person really well.

- Use the flashcards to practice introducing people the right way.

- Take the “Nice or Nosy” quiz to see which questions are best for polite conversation.

**Share**
Where should you look while you are introducing someone? What gestures or facial expressions should you use?

**Process**
Why do you think people shake hands when they say hello?

**Generalize**
How does introducing people help you to speak in public?

**Apply**
How many different places can you use the skill of introducing people?