

GBS Day1+2

5. Reading

Read the text and decide which of the three titles given below offers the most accurate summary.

- a) Personal hygiene
- b) The origin of handshakes
- c) The right hand

6. Reading

Read the text and decide which of the three titles given below offers the most accurate summary.

- a) How to shake hands
- b) The importance of handshakes
- c) Physical touch

7. Sequencing Activities

Making a good first impression is essential in many business situations, so learn the proper way to shake hands. The following steps to explain 'how to shake hands' are not in order. Read the sentences and arrange them into the logical order by writing numbers one through four on the line next to each sentence.

a) Gently let go of the other person's hand and end the handshake after 2 to 5 seconds in duration, or 1-3 pumps. In order to avoid creating an awkward moment, your shake should end before the oral introduction exchange does. A business handshake should be brief and to the point. Holding on for more than five seconds can make other people feel uncomfortable. 6

b) Stand when someone new comes into the room (whether you are a man or woman). 1

c) Extend your right hand with the thumb up and with your palm facing left*. Hold your arm so that it is parallel to the ground, ensuring that your palm should be perpendicular to the ground. Touch thumb joint to thumb joint. Put your thumb down, and wrap your fingers around the palm of the other person. 4

d) Do make eye contact and smile! Eye contact shows that you're engaged in the interaction, as well as displaying confidence. Look directly into the other person's eyes and smile. It is important to keep a genuine, bright smile when you meet a new person. Your smile is your best icebreaker - it draws people in. 2

e) Shake from your elbow. If you shake from the shoulder, using your upper arm instead of just your forearm, you risk jolting your handshake partner. Your grip should be firm, but don't break any bones – it's not a competition. Try squeezing slightly with your fingers and not your thumb. 5

f) Make sure your right hand is free to shake hands. Always shift any briefcases, beverages or cell phones to your left hand before you begin the greeting so your handshaking hand is ready for action. 3

Read the text and decide which of the three titles given below offers the most accurate summary.

- a) How to shake hands
- b) The importance of handshakes
- c) Who initiates the handshake?

◆ Extra activity

1. Classify the following three sentences into very formal (VF), formal (F), informal (I)
(i) "It's a pleasure to meet you, Ms. Coulter"; (ii) "How do you do, Ms. Coulter?";
(iii) "Nice to meet you, Jane."

◆ Answer key: (i) F (ii) VF (iii) I

2. How do you answer to (i), (ii), and (iii)?

Answer key: (i) It's a pleasure to meet you too, [title][last name].

(ii) How do you do, [title][last name]? (NB: the proper response to 'How do you do?' is a reciprocal 'How

do you do?)

(iii) Great to meet you too, [title][last name].

Match each definition (A – N) with today's vocabulary word (1 – 14)

DEFINITIONS

Answer Key:

A-13; B-14; C-1; D-10; E-2; F-11; G-3; H-4; I-12; J-5; K-7; L-6; M-8; N-9

Fill in the blanks.

Answer Key: 1. hygiene 2. conversely 3. dominant 4. extended 5. Jolted