**Greeting Others**

* Look at the person and smile
* Use a pleasant voice
* Offer a greeting. Say, “Hi, my name is…”
* Shake the person’s hand
* When you leave, say, “It was nice to meet you.”

![C:\Users\Amy\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\I6KRWLF3\MC900389216[1].wmf]()