**BUSINESS ETIQUETTE - HAND SHAKES QUIZ**



1. The person in higher position must be the first one to extend a hand.

TRUE/FALSE

2. If the other person gives a limp hand in a handshake, what do you do?

a. Pump his hand vigorously

b. Drop your hand quickly

c. Give a gentle squeeze as a cue for him to grip firmly

3. How long should your handshake last?

a. Till the other person stops shaking the hand

b. 2 to 5 seconds long

c. Minimum 10 to 15 seconds

4. What do you do with your left hand, when you shake hands with the right hand?

a. Keep it in the pocket

b. Cup it with the right hand

c. Keep it by the side, unclenched

5. You must pump the hand minimum five times for impact.

TRUE/FALSE

6. It is impolite to shake and leave the hand, till the other person introduces himself. TRUE/FALSE

7. You must keep 3 to 4 feet distance while shaking hands.

TRUE/FALSE

8. A loose, dead fish hand shake gives an impression that you –

a. You are easily intimidated and lack self-confidence

b. You do not want to shake hands

c. You are uncertain about the association

d. All of the above

9. What can you do if you have sweaty palms?

a. Do not offer a hand shake

b. Keep tissues handy, to wipe your hand before offering