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Greetings, Introductions & Gift-Giving

Learning Objectives

After learning this unit, you will be able to:

- understand the protocol of international communication in basic social situations;
- analyze situations of international communication regarding greetings, making introductions and gift-giving;
- compare the cultural differences in terms of etiquette of greeting, making introductions and gift-giving;
- create personal introductions on the basis of personal information and international communication situations;
- comprehend the value of mutual respect and courtesy in international communication.



Section I Warm-Up



1. How do people greet each other around the world? Listen to "Greetings from Around the World" and complete the following table.

Where they live	How they greet each other
Korea	
Nepal	
France	
New Zealand	
The United States	
Columbia	

2. How do we greet people in China? Write down greeting expressions in China as many as you can, and put them into English if you can.

3. Write down the greeting expressions you have learned in English as many as you can.

Section II Points to Remember

There are important points to remember and some rules to follow in present-day international communication. The following is a summary of the basics in regard to greeting, making introductions and gift-giving. Referring to these points constantly may help you communicate with international friends more effectively and politely.

Part 1 Greetings

1. Saying "Hello"

- Greeting people by saying "Hello" with a smile is the most effective way. So always remember to combine verbal and non-verbal ways of communication such as smiling and eye contact on international communication occasions.
- A smile, a nod, a bow, a wave, or a handshake can also serve as a greeting.
- Besides "Hello", you can choose to use other greeting expressions according to different situations.

2. Addressing People

- Use "Mr." for men, "Mrs." for married women, and "Miss" for single women, adding their full names or family names until you are told other ways.
- When you are working, or studying in a university, you are surrounded by a lot of people with Ph.Ds. Then using "Dr." is better than "Mr." if the person has a Ph.D.
- "Professor" is good only when the person is a real professor. If not, he/she will be embarrassed if you address him/her "Professor".
- When you are not sure if a lady is married or single, it's better to use "Madam" than "Ms.".
- Position titles and occupation titles are rarely used before names.

3. Shaking Hands

- Begin with an oral introduction of yourself with eye contact and a smile.
- Keep your hand open and make sure your handshake is a handshake, not a palm-shake or a finger-shake.
- Be firm but not strong.



- Shake up and down, not back and forth.
- Adjust duration.
- Shake up and down twice or three times.
- End with eye contact and a smile.
- It is customary for a gentleman to wait for a lady to extend her hand for a handshake.

Part 2 Making Introductions

- 1. Introducing Yourself to an Individual
 - Exchange your names.
 - Shake hands or offer other culturally appropriate greetings.

2. Introducing Yourself to a Group of People

- Say your name.
- Tell people how you'd like to be addressed.
- Smile and look confident.
- Have eye contact or use other friendly body language.

3. Introducing a Friend to Other Friends

- Bring your friends together.
- It's recommended to introduce a man to a woman, a younger person to an older person, a lower ranking to a higher ranking and a client to a business partner.
- Make necessary introductions.
- Explain why you want to introduce these people.
- Stick around and facilitate the conversation.

Part 3 Conversation Topics

- 1. Casual Conversation Topics
 - Weather.
 - Sports.
 - Entertainment.
- 2. Campus Conversation Topics
 - Campus news and events.