

THE BUSINESS HANDSHAKE



Begin With an Oral Introduction of Yourself

Before extending your hand, introduce yourself. Extending your hand should be part of a business introduction, not a replacement for using your voice. Extending your hand without a voice greeting may make you appear nervous or overly aggressive.

Avoid Offering a “Fish Hand”

A limp hand is never a good idea when it comes to a business handshake. Do return the grip, but do not get into a power struggle, even if the other person squeezes too hard.

One Is Better Than Two

Avoid the urge to handshake with two hands. It is always better to use only one hand – your right hand. The use of two hands with strangers is seen as intrusive, and too personal.

Pump Your Hand Only 2-3 Times

A business handshake should be brief and to the point. Consider a handshake a short “sound bite” greeting, not a lengthy engagement. Holding on for more than three or four seconds can make other people feel uncomfortable.

Shaking a Sweaty Hand

If you shake hands with someone who has sweaty palms, do not immediately wipe your hands on your clothing, handkerchief, or tissue. This will further embarrass the other person, who is probably already aware they have sweaty hands. You can discretely wipe them on something after you are out of sight, and wash them later.

Do Not Use a Forceful Grip

A handshake should be a friendly or respectful gesture, not a show of physical strength. An uncomfortable handshake is never a pleasant experience for anyone. Imagine you are opening a door handle and use about the same level of grip in your handshake.

Ending a Handshake

End the handshake after 3-4 seconds or 2-3 pumps. In order to avoid creating an awkward moment, your shake should end before the oral introduction exchange does. Without conversation taking place during the entire handshake, it becomes too intimate and can feel more like hand holding.



YOUTH SHOWBOX

ANATOMY OF A GOOD BUYERS LETTER

Why write buyers letters?

- To share about the Show and Sale with your community.
- To invite local businesses and people to the Show and Sale.
- To increase awareness and participation in the Show and Sale.
- To get more people to attend your Show and Sale.
- To help your Show and Sale be successful for EVERYONE!

Correct name and address



Mr. John Smith
123 Some Street
Anywhere, VA 12345

Respectful, personalized greeting

Dear Mr. Smith,

Introduction and invitation to attend

My name is _____ and I am a Junior at County High School as well as a member of my local 4-H Club and FFA Chapter. I am writing to invite you ...

Background on you and your animal, what you do to take care of it, what you plan on doing with the money.

I have been involved in 4-H since I was 9 and FFA since I was 13. I started showing lambs... My favorite part of taking care of my animal is... I am excited to show him at the Show and Sale. While I will be sad to see him go, the money I receive from selling my steer will go towards...

Include an interesting, personal, memorable story!

Details of the Show and Sale, thank them for support, let them know you will follow up.

I hope you can attend this year's Show and Sale. The shows are scheduled for ... and the sale will be held... I would also like to visit with you about the Show and Sale. I will call you to set up a time that suits your schedule. Thank you in advance for your support of this program, and I look forward to visiting with you.

Hand sign the letter!

Best Regard,
Bob Johnson



Other things to remember:

- It's okay to type the letter, especially if your handwriting is not neat, but you must hand sign!
- Be sure to check for spelling and grammar errors!
- Include pictures and information about the Show and Sale-brochures, schedules, etc.
- Personally visit your buyers, DRESS NICELY and bring something to give them (picture of you and your steer, buyers brochures, etc.)
- Write, visit and invite as many buyers as possible - the more buyers who attend, the better the auction will be!




YOUTH SHOWBOX

ANATOMY OF A GOOD THANK YOU LETTER

Why write thank you letters?

- To give buyers recognition for their support of the program.
- To thank them for their support of your project.
- To show you care and are willing to go the extra mile.
- To make a connection even after the show ring.

Make your greeting respectful and personalized.



Dear Mr. Smith,

Thank them for their support of the program and specifically for their support of your project.

I would like to thank you for helping to support the Anywhere County 4-H and FFA Livestock Auction and for buying my lamb. Your support means a great deal to me personally and to the 4-H and FFA programs.

Share a little about yourself and what their support will help with.

I am a junior in high school this year, and the money that I receive from your purchase will go towards purchasing a livestock project for next year, and helping to pay for college.

Thank them again, close with a respectful salutation and sign your first and last name.

Once again, thank you for your support!

Sincerely,

Bob Johnson

Hand sign the letter!



Other things to remember:

- Use nice stationary or a notecard and handwrite your message.
- Use your best handwriting and proofread for spelling errors.
- Mail the thank you or hand deliver it, but be sure that it is received in a timely manner.

HOW TO ADDRESS AN ENVELOPE

What goes where?

Your name
and address

Kim Delaney
221 Somewhere St.
Anywhere, VA 12345



Stamp

John Smith
Street Address
City, State Zipcode

The
recipient's
name and
address



Why is this important?

- This ensures your letter is delivered to the correct recipient.



Other things to remember:

- Use your best handwriting.
- Send thank you letters within two days of Show and Sale.