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Meeting and Greeting People

1) Greeting The simplest thing to say is "Good morning," "Good afternoon" or "Good evening." This greeting is given to one whom you know only slightly, or to any one you are passing quickly. "How are you" is usually used when you are not in such a hurry. No answer is expected other than "Fine, thank you." "Hello is the commonest form of greeting between good friends.

2) When a Man Raises His Hat If you are wearing a hat which can be taken bold of easily, it is customary to raise it slightly off your head when you greet a girl or a woman.

3) When to Shake Hands It is customary to shake hands when you first meet someone. And usually friends shake hands when they meet after not having seen each other for some time. However it is not necessary to shake hands.

4) Use the persons Name It is always good form to use the name of the person you are greeting. You might say, "Good Morning, Mr. Moncrieff" or "Hello, Franklin." A persons surname should be used unless he is good friend or school-mate.

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