

What are Common Greetings ?



Common Greetings

"A simple hello can lead to a million things"



Session Agenda

- What is a Greeting?
- Verbal and Non-Verbal Forms of Greeting
- Why Greetings Matter in Communication
- Key Objectives of a Good Greeting
- Respectful Communication Do's & Don'ts
- Practice: Role-play & Feedback
- Final Takeaways & Daily Use Tips



What is a Greeting ?

- A greeting is a way to acknowledge someone's presence
- It starts most interactions and sets the tone
- Greetings vary based on culture, context, and relationship



Verbal and Non-Verbal Forms of Greeting

Verbal Greetings:

- Hello
- Good Morning / Good Afternoon
- How are you?
- Nice to meet you

Non-Verbal Greetings:

- Smiling
- Nodding
- Handshakes
- Bowing or gestures (cultural variations)



Why Greetings Matter in Communication

- Builds rapport and shows respect
- Breaks the ice and creates connection
- Essential in both personal and professional settings





Key Objectives of a Good Greeting

- Show politeness and cultural awareness
- Set a friendly, open tone for the interaction
- Make the other person feel acknowledged and valued



Respectful Communication Do's & Don'ts

-  Do: Smile, use names, adjust based on setting
-  Don't: Interrupt, use slang in formal situations, ignore cues
- Be mindful of tone and body language to avoid miscommunication



Practice: Role-play & Feedback

- Practice greetings in pairs or small groups
- Switch roles: formal, casual, professional settings
- Give and receive constructive feedback on tone and delivery



Final Takeaways & Daily Use Tips

- Greetings are small but powerful tools.
- They reflect your attitude and respect for others.
- Both words and gestures matter.
- Good communication starts with a good greeting.



Thanks



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