



Middle School

National FFA Organization

Lesson MS.34

THE IMPORTANCE OF HANDSHAKES AND EYE CONTACT

Unit.

Stage Two of Development—WE

Problem Area.

How Do I Initiate Relationships with Others?

Precepts.

H3: Develop and maintain relationships.

National Standards.

NL-ENG.K12.12 - Applying Language Skills - Students use spoken, written, and visual language to accomplish their own purposes.



Student Learning Objectives. As a result of this lesson, the student will...

- 1 Describe the importance of a proper handshake.
- 2 Describe the importance of proper eye contact.



© 2004 National FFA Organization
It is illegal to reproduce copies of this material
without written permission from the National FFA Organization.
National FFA Organization





Time. Instruction time for this lesson: 50 minutes.



Resources

Coles, Joan, and Elizabeth Post. *Emily Post's Teen Etiquette*. New York, NY: Harper Collins, 1995.

Newstrom, John, and Edward Scannell. *The Big Book of Team Building Games*. New York, NY: McGraw Hill, 1998.

Post, Peggy. *Everyday Etiquette*. New York, NY: Harper Collins, 1999.



Tools, Equipment, and Supplies

✓ MS.34.Assess—one per student

✓ MS.34.AS.A—one per class



Key Terms. The following terms are presented in this lesson and appear in bold italics:

None provided



Interest Approach

Show a one- to two-minute video clip of a famous and powerful person greeting someone with a handshake and eye contact. Showing a bad example may be just as powerful as a good example. You could use any clip from a presidential biography, a movie such as JFK or Apollo 13, or of a current prominent person. Alternatively, have another teacher, administrator or student role-play with you.



You are about to view a video clip of a famous and powerful person. Please pay close attention to the way this person greets his or her audience. Be prepared to answer the following questions:

Under what circumstances are they meeting?

How do they carry themselves?

How are they dressed?

Do they shake hands?

Do they have good eye contact?

Please watch and listen carefully.

Show video clip. Repeat the questions one at a time.



Under what circumstances are they meeting?

Pause and discuss; answers will vary according to what video clip you choose.



How do they carry themselves?

Pause and discuss.





How are they dressed?

Pause and discuss.



How are they dressed?

Pause and discuss.



Do they shake hands?

Pause and discuss.



Do they have good eye contact?

Pause and discuss.



Good! Thank you for paying close attention! Today we are going to explore some things that are very important when initiating relationships with people, whether in front of thousands of people or if you are the only two people in the room. Specifically, we are going to analyze the importance of proper handshakes and eye contact.

SUMMARY OF CONTENT AND TEACHING STRATEGIES

Objective 1. Describe the importance of a proper handshake.

I. Importance of a proper handshake

A. Portrays an image of confidence, friendliness, approachability, and respect

B. When and where are handshakes appropriate?

1. First meeting or introduction
2. Before or after a competition
3. Reuniting
4. Introducing a speaker
5. Presenting an award

C. How do you give a proper handshake?

1. Be firm.
2. Offer your hand.
 - a. Older people should offer their hand to younger people.
 - b. The person being introduced should offer his or her hand.
 - c. The more important person should offer his or her hand.

Lead a discussion on the appropriateness of handshakes, using a Hole In One Moment.





We have just seen one example of where handshakes are appropriate. Please think to yourself of two more examples where handshakes are appropriate.

Pause.



Please share the two examples you just thought of with two people seated by you.

Pause to allow for sharing.



Thank you for sharing. You are now going to play a little game where you will be acting out scenarios like the ones you've just thought of. I will be handing you a card with an instance of where handshakes are appropriate. Your job is to demonstrate that scenario, including a handshake, in your demonstration. Your demonstrations should be no more than 30 seconds and should provide enough information so your classmates can identify the scenario you're displaying. You will be completing this assignment in groups.

Pause and divide students into six groups.



As soon as your group has a scenario card, you may begin to plan how you will demonstrate this to the class.

Pass out cards from MS.34.AS.A and allow three minutes. Wander around the room to make sure each group understands its card.

Anticipated responses:

First meeting or introduction-the group may act out a scene where they all have never met one another before, such as the first day of school, first club meeting of the year, introducing their friends who don't know one another.

Before or after a competition-the group should shake hands, say good luck, and then compete in a sports game or TV game show, or act out the competition and then shake hands and say, "Good game."

Reuniting-the group might show people who haven't seen one another in a while and who shake hands and say things such as, "Good to see you again."

Introducing a speaker-the group may pretend to be a club president who is introducing a guest speaker, shaking the speaker's hand as they take the stage.

Presenting an award-the group may demonstrate a club president presenting a certificate of appreciation to a community member who helped the club, shaking the recipient's hand as he or she comes forward.



Okay, it's show time! Please be seated until it's your group's turn to demonstrate. Please take notes of each instance you see demonstrated.

After each group demonstrates, ask the class what instance they were showing and have them keep track of these in their notes.





Great work! Now that we know when to shake hands, let's make sure we know how to do it right!

Using a Motion Moment, have them do the motion as you go through the list of steps of a handshake.



Everyone, please stand up. Find a partner within arm's reach of you.

Pause.



As I call out a step, I want you to model the step with your partner. First, face each other; second, look each other in the eyes; third, extend your hand thumb up; fourth, look down to assure web-to-web contact; fifth, grasp hand firmly, of equal firmness to your partner's grasp; sixth, pump your hands two or three times; and lastly, release.

Okay, more quickly this time! Face each other; look into each other's eyes; extend your hand; make sure you have web-to-web contact; grasp hand firmly; pump two or three times; and release. Are there any questions?

There are a few other things to remember about handshakes. One is to offer your hand. In other words, don't necessarily wait on the other person to offer his or hers. This will help you appear more friendly, outgoing, and polite. Of course, there are exceptions to this rule, but these exceptions only work if the people involved know their etiquette or if it's a formal situation.

In case you ever find yourself in these situations, here are some rules of thumb. First, the more senior person should offer his or her hand to the younger person. Next, the person being introduced should offer his or her hand. Lastly, the more important person should offer his or her hand. Usually, you will be safe in offering your hand, a smile, and your name, regardless of the situation.

Please shake your neighbors' hands and introduce yourself.

Allow one minute. Have some fun with handshakes. Get two volunteers.



Here is a fun handshake in case you ever find yourself at a lumberjack convention.

Demonstrate the lumberjack handshake by pulling your arm and the other person's arm back and forth as if you were pulling a saw through a tree.



And if you ever find yourself with some dairy farmers, they really love this handshake!

Demonstrate the dairy farmer handshake by asking your partner to give you two thumbs down and then you pull down on his or her thumbs as though you are milking a cow!



And, just in case you ever find yourself on an NBA court, you may need the homeboy handshake!

Demonstrate by giving your partner a high-five, one down low, and maybe elbow-to-elbow or shoulder-to-shoulder.



Objective 2. Describe the importance of proper eye contact.

II. Importance of proper eye contact

- A. Communicates honesty
- B. Shows you're interested
- C. Allows you to gauge the interest or connection
- D. Cultural considerations
 - 1. Ethnicity
 - 2. Gender
 - 3. Age

Lead discussion on eye contact.



- Have you ever been talking to someone and feel like you're being ignored? What is that person doing that makes you feel ignored?

Anticipated answers: didn't quit what he or she was doing to give you full attention; never looked at you; didn't respond



Can we agree that the best way to show other people you're sincerely interested in what they're saying or doing is to look at them? What else does good eye contact communicate?

Anticipated responses: honesty; thought; paying attention



What makes good eye contact?

Anticipated responses: looking eye-to-eye with another person for the duration of the conversation; not shifty-eyed



What is a situation where eye contact may not be appropriate? This is a tough question and probably not something most of us have encountered, but it is important to know should you ever find yourself in the situation. In some cultures, it is considered disrespectful to look people in the eye, specifically when it comes to speaking with elders, important people, or other people of high social standing.



Review/Summary



Please take two items out of your backpack, pocket, or purse. You may want to select personal items like pictures, key chains, ID card, etc.

Pause for one minute.



Think about the importance of the items. Be ready to explain why these items are so important that you carry them with you wherever you go.

Pause to allow time for thought.





For the next activity, you need to line up by age, with the youngest person forming a line to my left and the oldest person here to my far right. Take your two items with you to the lineup. Go!

Allow two minutes for them to get lined up.



Everyone, please turn and face me. You will be numbering off; you will be a one or a two.

Pause. Go down the line, one, two, one, two, etc.

Using the two items you selected to tell a little about yourself after you've shaken hands and established good eye contact with each other. Twos, please turn to the ones on your right and introduce yourselves, shake hands, make eye contact, and share the importance of the two things you've selected. Go!

Allow one minute.



Thank you! Twos, raise your hands.

Pause.



Okay twos, turn to the ones on your left and repeat the activity.

Excellent! Please take a seat.

I challenge you to think about handshakes and eye contact next time you have the chance to meet someone. These social skills can take you far in the business world as well as your personal life.



Application

►Extended Classroom Activity:

Ask students to teach two to three of their friends the proper way to shake hands, with the proper eye contact.

►FFA Activity:

As students are departing the van or bus at the next FFA event, have them shake hands with their fellow students, tell them to have a great day, and meet someone new.

►SAE Activity:

At the beginning of the students' next SAE visit, have them shake hands with their fellow students, using proper eye contact. Explain to them the importance of handshakes and eye contact in job interviews and award interviews.



Evaluation

Written test



Answers to Assessment:

1. Firm, offered while standing
2. Meeting new people, before or after competition, introducing a speaker, presenting an award, reuniting
3. Stand, older people should offer their hand to younger people, important people should offer their hand first, and the person being introduced should offer his or her hand first
4. Interest and sincerity



THE IMPORTANCE OF HANDSHAKES AND EYE CONTACT

Answer the following statements.

1. Describe the steps of a proper handshake.
2. List four instances when handshakes are appropriate.
3. What is one rule of etiquette when it comes to handshakes.
4. What are two things that good eye contact communicates.



Before a competition	Introducing a speaker
Reuniting	First meeting or introduction
After a competition	Presenting an award

