

## Conclusion

1. Describe a proper handshake.

Firm and confident also 3-4 shakes and eye contact. It also shows you are interested in talking to the person and you are not shy.

2. What steps should be taken to prepare a formal introduction?

Ask questions, talk with confidence, and take at least 30 seconds to introduce your person.

3. Describe how voice, presence, and expression are used during a formal introduction.

If your voice is loud and steady it shows confidence. If you appear to people with good posture and good proper clothing people will see that you are professionalism and you are serious about what you doing.

4. What verbal and nonverbal elements are included in a formal occasion speech?

Verbal elements in a formal occasion speech include what you are saying and the ways you say it, confidence. Nonverbal elements in a formal occasion speech include your posture, hand gestures, body language, face expressions, and how your appearance is, clothing.