

### Here's when it's okay—and not—to use more personal greetings:



*The Peck on the Cheek:* People should refrain from kissing in business situations, since even an innocent peck might be misconstrued. The exception is when people know each other quite well, especially when they greet each other at a quasi-social event like a convention or a business lunch.

*The Air Kiss:* This cheek-touch with pursed lips that began as a way of avoiding smudged makeup can come across as insincere. Stick with the handshake.