

Introduce yourself

1. Meeting places

Discuss with other students the places where you are likely to meet new people - think of formal and informal situations.

Write them in the box below.

Imagine you are at a party, how would you introduce yourself?



Stand up & introduce yourself to the other students.

Formal
Business meeting

Informal
School party

How can you make your introduction more interesting?

Think about the information YOU would like to know about the person you have met.

Write your introduction below, add some extra information.

Now practice your introduction with the other students. Remember to speak slowly and clearly - Smile & keep eye contact.

2. Meeting people - 5 Points to remember

'First impressions' are very important, and the way you behave when you introduce yourself can have a lasting effect. This is true in formal & informal situations.

Here are some points to help you make a good impression:

- 1 Shake hands - use a firm grip. A hand shake should last for about 2 seconds.
- 2 Speak slowly and clearly, don't babble.
- 3 Smile and keep eye contact, don't fidget.
- 4 Start your introduction with a greeting
- 5 Listen carefully to the other person - remember their name



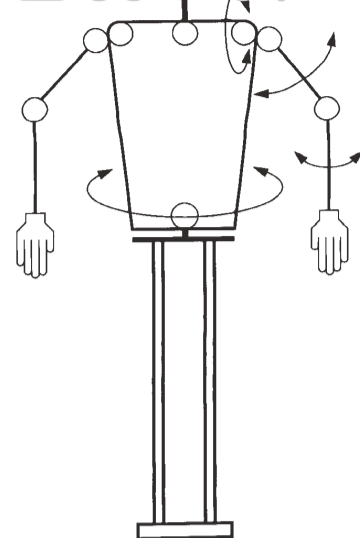
3. Complete the gaps in the formal introduction below

Good _____ my name is _____, I am/it is _____ too meet you.

Good _____ my name is Peter Pepper, I am/it is _____ to meet you too

Practice introducing yourself with other students. Remember the 5 points...

International Seminar of Innovation



Check the meaning of the words in a dictionary or with your teacher

Attend	position	Invent	Fictitious
Complete	Location	Products	Manufacture

Task

You will attend an international seminar of innovation. Complete the form below, you will invent a fictitious company. You need a name, location, products manufactured and new product. Think of your position in the company, are you a sales manager, engineering manager, accounts manager, R&D manager etc..

Company Name _____

Full name _____

Location _____

Position in company _____

Products manufactured _____

New product _____

Innovation 2007

Practice introducing yourself with other students. Say your company name & your position.

Company Presentation

You are going to present your company at the seminar. Complete the gaps in the text below.

Good _____ my name is _____ I am the _____

I represent a company called _____ from _____

We manufacture _____

Our new product is _____

What does it do? _____

Why should I buy it? _____

How much does it cost? _____ (less than \$10,000)

You will present your company to the other students. They may ask questions about your product so be prepared - think about what they may ask & make notes about suitable answers.