AB0602 Introductory Presentation

**Purpose**: Introduce yourself as a promising professional

**Audience**: Fellow interns and colleagues

**Time Limit**: 3 minutes

Having a self-introduction ready is useful in a business setting, in case you need to introduce yourself quickly and effectively, especially to someone senior or important. This could happen at internships and professional attachments or in your future workplaces.

Much like an elevator speech, you want to showcase your uniqueness and “sell” yourself as someone who is credible and trustworthy. You want to let them know about you and be impressed.

But while the information you want to communicate is important, you must not forget the “relational” component. You want to connect with your audience and form a relationship. You also want to establish your “ethos” – your credibility as a promising professional.

What would you like to be known for? What reputation or “brand” would you like to establish for yourself? This task will help you to think about the kind of *professional ethos* you would like to build as you consider your career possibilities in the long term.

# Task and Deliverables

Assume that you are an intern in a company that you aspire to work in after you graduate. The company has organised an orientation session for the interns and staff to get to know each other. You are asked to give a short **3-minute presentation** to introduce yourself.

The aim is to present yourself as a young professional with potential. Your presentation should be thoroughly planned, outlined and rehearsed, but *not* memorised or read. Visual aids such as presentation slides are not required.

For this exercise, your presentation will berecorded. You will be required to submit the following:

* A brief **outline** of your presentation(no more than 1 page)
* A **self-evaluation** of your presentation (after your presentation)

You may also be asked to evaluate your classmates’ presentations. Your tutor will provide further instructions.