

Self-Introduction Mastery.

An Easy Guide.



SELF - INTRODUCTION MASTERY



AN EASY GUIDE

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A guide to casual and professional self-presentation.

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INTRODUCTION

Introducing yourself, whether in a professional capacity or a casual one, it's vital to how people will perceive you for the following interactions that take place.

It is essential to create a near-accurate image of yourself in their mind that they feel comfortable and courteous while interacting with you and not overriding the potential of what you can bring to the table

Whether to say "Hi, I am Amen Raychael" and scratch your head, or say I am this and that is no confident indication of who you are.

Or to send a flimsy/shallow message in their Direct Message (DM) that turns them off, uninterested and may not give a consideration to knowing or connecting with you.

The right introduction is not too long or too short.
It does not have to be a crammed speech.
Your introduction need not necessarily be completely technical or professional.

But what does it has to be?

How do you introduce yourself in the right capacity and circumstances professionally or otherwise?

How do you engage people in your introduction, so they listen and pay attention to who you are?

How do you send a captivating message to their WhatsApp, Facebook, Instagram, email and any social media platform out there?

How do you present yourself in a way that encourages connectivity with your prospects in a physical gathering?

I know these questions and much more have led you to this ultimate search of getting the perfect template for an outstanding self – introduction.

What is Self- Introduction?

Growing up I got to a place in my life where I couldn't tell who I was, what I wanted and definitely how to present myself to others.

For a while, this plagued me, for someone like me who is multifaceted endearing and a go-getter (yeah, I'm amazing 😊🥰) this was a problem!

I meet someone for the first time and I can't tell which aspect of my life, what skill, what talent, generally, what information to present to the person.

This led me to stutter and hate introducing myself, cause there's so much to tell you and I don't want to bore you.

This was a huge hindrance in my casual and professional life and I needed to get a solution as soon as yesterday!

I got into research, reading, I asked questions, I practised and effected all I learnt privately and when I meet people physically and online.

As I practised, and I became better at it.

You may have a similar experience, you're just a beautiful layer of talents, achievements, and everything nice.

And you can't seem to know what layer, talents or achievement to present to people.

Don't worry, I'm here for you.

Introducing yourself isn't all that scary, I'll hold your hands through the process, give you warm hugs when you fail, pat your back and encourage you to begin again.

First things first, before hand-holding and warm hugs, **what is self-introduction?**

A self-introduction is any form of interaction that tells who you are, what you do, and what others need to know.

It's that simple...

Since others vary in every single case, the last part is interchangeable, but the first two parts mostly remain the same.

The context matters...

A good self-introduction covers all three parts within a limited set of words so people can understand who they are interacting with.

No long talks, you don't want to bore good people to death...

A few situations where you are required to introduce yourself are:

- ¶ Giving an interview or interviewing somebody.
- ¶ Meeting somebody new in a professional or casual gathering.
- ¶ Meeting people at a meeting.
- ¶ Hiring somebody.
- ¶ Building new connections online and offline.

And much more...

The pillars of Self- Introduction.

Traditionally and quite successfully, self-introduction requires these pillars;

- ¶ Your name (who you are).
- ¶ Your occupation (what you do) or what you intend to be if you are not working right now.

¶ Lastly some facts that will create a nice impression on the person you are interacting with (what others need to know about you).

Try to cover the most important things that others need to know about you by wrapping them up in these three cues.

What do I mean?...

Let's say I meet someone online and I believe the person is a prospective client and I need to connect with this person even though they don't know me.

And, I need this prospective client to know that I am a copywriter and also know other things I do and not seem pushy or desperate, cause, if they don't know you, they can't patronise you.

So how do I get this person to know who I am, what I do, and be interested in working with me?

This is where the 3 pillars of self-introduction comes in...

- In the direct message (DM) of my Prospective Client –

Hello, I am Amen Raychael. A writer, Copywriter, Online Moderator, and an AgroTech enthusiast.

I would like to offer my copywriting services to you to assist you sell more leads, make more sales and conversions in your advertisements.

You can contact me by responding to this message. Thank you.

If you observed keenly, you would note that my self- introduction was achieved in 2 sentences;

"I am Amen Raychael."

"A writer, copywriter, online moderator and Agrotech enthusiast."

The next paragraph centred on telling the 'reason' for being in their Dm.

You don't just introduce yourself and rest.

Or

Send 'Hi' 'xup' 'Hello' or you greet and wait for a response, please don't embarrass your ancestors in some one's Dm.

In one message, introduce yourself and state your reason for reaching out to the prospect and leave their Dms, don't video call, send Voice notes or voice call them without their permission or prior rapport with them!

Busy people don't have time to chit chat with strangers, especially during work hours.

Now, this may seem tricky at first, to fix all these information into 3 or less than 3 sentences may seem difficult and unachievable.

But it is, and you will practice it till you achieve it.

In the next chapters, you get to understand better.

See you there, my love 🤗

Chapter One

An Impressive First Impression.

A good introduction with anybody will help you build connections and acquaintances. It will assist you in providing the necessary details while ensuring it does not sound like a speech, whether it is a written intro or a spoken one.

In cases where you don't have somebody to introduce yourself, you must offer a proper self-introduction that's engaging and remarkable in a way that the other party remembers who you are the next time you come across.

It helps in making the right impression. A positive first introduction goes a long way in ensuring that you will be considered solidly.

First impression is vital, don't expect a stranger that has no existing connection with you to 'take you as you are' you dey ment?

You need their connection, even though your services may be beneficial to them, they don't 'need' you yet.

It's up to you to present yourself as the solution to their problems, make them aware that they need you and sell to them.

Pro Tip: when sending a message to a prospect, your Display Picture should not be your grandmother or even your mother.

Except it's not a professional meeting.

Whenever I receive messages from new people, I go through their profile, I'm sure you do too.

Your profile picture is capable of boosting your relevance and perceived value.

Lets move on...

How to introduce yourself?

Now, we have come to the 'oga kpa-ta-kpa-ta of them all, lol.

While introducing yourself there are features to consider to make your introduction stand out, brief and interesting.

Let's find out...

Stick to The Context

The essential thing to understand before introducing yourself is the context of the situation you are in. The place, environment, and gathering matters.

Every case is different, so it is better that you understand whether it's a professional introduction that you require, a casual one, or a mixture of both.

If it is a professional one, then you need to understand the room, and prospect. Hence, all scenarios vary, and it is important that you consider the context.

Know where you are and blend in, in a unique way. I know everyone wants to stand out and be remembered for something spectacular, trust me, you also don't want to stand out in an embarrassing way.

Imagine a person asked to introduce himself in a church gathering, and he goes ahead to say "Hi, I'm doziah, I am X, Y, Z and I run a porn hub on Whatsapp" #eyesrolls.

This isn't a case of being 'real' it's a case of being ignorant of the context and blending in uniquely. I hope you understand...

Professional setting.

In a professional setting, physical or online, you need to discipline yourself to present your best self.

The online space has been a blessing and a curse. Some people mostly youths abuse good people like me 😞😭. Some messages I receive daily breaks my heart and gives me a headache.

You do not want your message to seem commanding or timid. You just have to find that common professional ground /tone while addressing a prospect.

How? Please, read on dear.

Talk about who you are and what you do

The first tip in any professional setup is to introduce yourself by telling your name (Legal name first, then business name) and telling what you do.

Telling your professional title by a simple sentence of what you do is a nice way of introduce yourself to such gatherings.

Template for Introducing yourself In the case of professional setting

- Make it relevant

Speak mainly on things relating to work, don't bore good people with stories of your childhood when it doesn't directly boost the business conversation.

- Take care of the context.

Know what your prospect wants and deliver.

If a prospect needs my copywriting services I don't burden them with conversations of my Agrotech services.

It is by far the essential tip for any introduction.

You cannot be talking about technology in an environment that has nothing to do with it and vice versa.

Talk about your contribution

In professional settings, it is paramount that you talk about what you bring to the table.

You build your value by talking about how you have contributed to the project or the company since the new people or the people outside your circle will not know what your constructions are.

Go to the point of reaching out to them, in one message.
Avoid sending up to or more than 5 messages at a stretch to someone you just met who hasn't received you yet.

Compose and compile your self- introduction and reason for reaching out in one message of possible.

If you feel the message is getting too long, then send two messages, maximum.

Go beyond what your title is.

Honestly, your job title does not mean much unless you are CEO or a Chief officer of some kind, in which case it is self-explanatory.

Your job title does not tell much about what you do so it is better to talk about what you really do in the job.

Casual Setting.

Because it is a 'casual' setting doesn't mean you should loose guard and just fall hands, bros!

There are ways to these things.

The 3 pillars of self introduction still stands, but, this time, you minimize the number of times you mention work related information.

You present more of your hobbies, talents, and talk about the color of the sky for the day, lol.

My point is, you don't have to be all that serious but also don't be too loosed and mess up too.

Cause, great relationships can also stem from casual gatherings.

Yes, you might fall in love, get a new business partner, establish a new collaboration and just get nice references and solutions to problems.

How can I introduce myself casually?

I hear your question honey, and I will answer... Cause I love you #winks

How to Introduce Yourself in a casual setting.

A casual setting is a relaxed and comfortable environment.

Even in this situation, you ought to present yourself with value and prestige.

A casual setting can be a business hang out, a meet and greet, your religious gatherings and any where you don't feel pressure to work.

However, be careful to not endanger your self-esteem and relevance by being overly relaxed and comfortable.

Here's what to do;

First, The 3 pillars for self-introduction stands!

But you want to leverage and emphasise more on the third pillar, what you others need to know about you.

You can speak more on your hobbies and fun times, now, you can even include childhood stories and funny experiences.

Except your receiver in the conversation gears the conversation towards work based on their interest. And if you're not comfortable talking about work.

You can politely say; "I'm glad you're interested in what I do for a living, however, I do not wish to speak on it today. Maybe we can fix a better time to talk about work".

Please, smile and mind your tone, so you don't come off as rude to them.

CHAPTER FOUR

In case of an interview

Dress the part

The dressing is one of the most basic and vital presentation tips. It's also essential in personality building.

For example, you cannot dress casually when you go for an interview, so the first thing, dress the part you want to get.

Prepare what you are going to say.

If you have an interview in the morning, you should consider writing what you are going to say down on paper and practicing in front of a paper.

It will help you build up fluency. Preparing what you are going to say in advance is one of the vital presentation tips.

Not only just for an interview, but it will also help you in personality building as a whole.

Introduce yourself In case of an interview.

Body language

In interviews, body language is key. It speaks a lot about your confidence and who you are.

For example, keep yourself relaxed, your shoulders back, and your chest high. It will help you in communicating well with the interviewer.

The Before, During, and the After.

Before the interview.

When you arrive at the building, you introduce yourself to the receptionist like this:

“Hi, I am Amen Raychael. I have an interview at 1 PM for the Queen Of Agriculture in Africa role.”

After that, you may be seated or if you are on time, you will be taken to the room for your interview.

Whoever you must meet, you stand up and greet them with a nice handshake.

Once you meet your interviewer, you introduce yourself properly.

During the interview.

You make sure to drink the water that's there for you and answer everything with determination and a balanced pace.

Speak clearly, so you don't have to repeat yourself and the listener don't have to strain to hear you.

Use words like; please, thank you, pardon, sorry, when necessary.
Avoid saying words like ; eh? You say? Hmmm?

Don't embarrass your village people, please.

After the interview.

You get up and you say a proper goodbye to the interview by saying something but not necessarily this.

"It was a pleasure meeting you. I appreciate you giving me your time today. Hope to see you again, thank you."

Conclusion

We often find ourselves in situations where we have to introduce ourselves all of a sudden in gatherings, whether professional or casual.

In such situations, you often think about how to introduce yourself and the runtime process often fails.

It is useful to have already thought of a nice introduction that tips off who you are and what you do.

I have a series of written self-introduction in my notes. Each introduction focuses on a particular aspect of my life, I rehearse them regularly so they come to me naturally.

You should try it to.

Thank you for reading. I love you 🥰

-Amen

