

SELF INTRODUCTION

What is self-introduction?

Self-introduction is where you tell people who you are, what you do, what your interests are, where you are from, what you have done with your life.

Here are **6 tips**. The first 3 are essential. The remaining 3 elevate your speech from "basic" to interesting to listen to.

Stating your name clearly Make sure you provide your full name so that the person can remember your name. You can say, "Hi, my name is Mark Salazar," or "Hello, I'm Angela Grace," and they'll be more likely to remember you.

Placing yourself - Where you are from, the organization you belong to, the position you currently hold.

Background The student's background. Background includes where you are from and details of your family.

Interest, passion or goal What particularly interests you? What drives you? What is the personal goal you want to achieve?

Sharing personal details Any personal achievement

Hobbies Talk about things you do often to spare your time.

Unity what do you share in common with someone else.

Differences between Hobbies and Interests:

Hobbies can be directly associated with your profession, but not necessarily. For example, an aerospace engineer may have a hobby that involves building and flying model planes. At the same time, that engineer may also have a crossword puzzle hobby as well.

Hobbies require an active pursuit of an interest that could involve collecting, building, cataloging, or creating something.

Interests are pursuits that do not elicit the same strong dedication that hobbies do. Interests can spawn from professional pursuits, but that is not always the case. For example, an aerospace engineer may have an interest in offshore oil drilling as it pertains to generating energy. That interest may come from the engineer's days of designing helipads for offshore oil rigs.

The primary difference between hobbies and interests is that interests do not inspire the same level of dedication that hobbies do.

A list of interests that pertain to one's career can significantly enhance their resume. For example, an accountant who has an interest in forensic accounting would broaden their appeal to potential hiring managers by listing that interest in their resume.

Interests are more thought-based—they come into your head quickly, and can exit in weeks. A hobby, on the other hand, requires you to take action and learn a new skill. So when you are aiming to add additional value to your resume, only add hobbies that are in direct alignment with the career or position you are applying for.

Simple Sentences used in Introduction

Excuse me. My name is Niranjana. Have you met Mr. Sethu?
This is Mrs. Raja. I am sure. You'd like to meet my friend.
Good morning. I am Murugan. Let me introduce my brother Balaji.
Please meet my friend Mr. Bala. I am glad to introduce Mr. Ravi.
Do you know Ravi? I would like to introduce the bank manager.

Simple Sentences used in Self-Introduction (By an Engineering Student)

Sample 1

Good morning to all. I have the capacity to lead a team at all times.
Hello! I am Rajesh. I am doing dot.net now.
I am from Madurai. My hobbies are reading and playing.
I am an engineering graduate. My mother tongue is Tamil.
I did my schooling in Madurai. I have good command over English and Hindi.
I did my graduation through REC - Trichy. I am interested in sports.
I am from an orthodox family. I got many prizes in track events.
My father is Mr. K. Kannan I represented my college cricket team.
He is a businessman. I am qualified for the state level contest.
My mother is Mrs. K. Sivagami. In my village I help the poor and the needy.
She is a housewife. I want to help the poor.
I have one sister and a brother. I have applied for an overseas job.
They are studying in the school. I am always sociable.
I have to support my family. I am proud of my college at all times.
I have secured proficiency in English. I have self-confidence and faith in hard work.

Tips to remember :

- ? First of all think about What I Want To Hear If I Ask You To Tell Me About Yourself
- ? Start with the present and tell why you are well qualified for the position.
- ? Best to start with a strong simple statement about yourself (again related to the job and type of person they're looking for) and expand with a synthesized work history that shows how miraculously everything you've done up to now has led you to this precise moment and prepared you perfectly for this job!

Sample 2

Good morning Sir,
First of all I would like to thank you, for giving me an opportunity to introduce myself.
My name is Ankith. I belong from Hyderabad.
I am pursuing my under graduation in Information Technology from CSI Institute of Technology.
I did my Intermediate from State Board with 72% & High school from State Board with 75%.
I like computer, because in my schooling days, I have scored High marks in that subject compared to Maths, physics.
My Hobbies is playing shuttle, A Passion for music and teaching kids.
My Strength is takes Initiative to work independently, Good leadership skill, Adaptable to any kind of situation in estranged group & Helping tendency.

My Weakness is I am not comfortable, until I finish my work in the given time & over friendly in nature.

My Short term goal is to get the job in reputed company.

My Long term goal is to become more responsible and knowledgeable personality and on respectable position on my company.

That's all about me!

Thank you very much for giving a great opportunity to introduce my self behind you.

Sample 3

Good Evening Sir/Ma'am.

First of all I would like to thank you to introduce myself.

I am Ramesh pursuing my BE final year in the stream of computer science with 7.38 CGPA.

My strengths are hard working, easily adaptable to any kind of environment, and team worker.

My weakness is I am not comfortable, until I finished my work in the given time.

My short term goal is to get a job in reputed company.

My long term goal is to become responsible & knowledgeable personality & on respected position on my company.

My hobbies are listening music and spending time to my friends.

Thank you.

Sample 4

I am Varsha. I was born and raised in Hyderabad, and currently I am pursuing B.E in computer engineering, from IIT Madras, with an aggregate of 70% till the eighth semester.

I have done my schoolings from K. V. Damoh with 85% marks in 12th.

Talking about my family, my family consists of four members including me and my younger sister. My father is station manager in Indian railways and mother is a housewife.

My hobbies include sketching and playing cricket. I played at cluster level at school and university level at college.

Coming to my strengths and weaknesses, my strengths are. I am a good learner, innovative, I have positive attitude and committed to my work. My weakness is procrastination and I am a bit selfish too.

My ultimate goal is to do work what I like to do and your company can provide me that opportunity.

That's all about myself, my quote is "Life is all about grabbing the opportunity". Thank you so much for giving me the opportunity to introduce me.

Common Errors in Introducing Yourself Incorrect

Myself Dane Swan.

My aim is to get a job in MNC.
My aim is to become a good software engineer.

My aim is government job.

My strengths are sincerity and hard-working.
My family consists 5 members.
My mother is a house maker.

I have one brother.

I'm 20 years.

My hobby is listening music.
I was born and bought up in Hyderabad.

Correct

My name is Dane Swan
or
I'm Dane Swan.

My aim is to get a job in an MNC.
My aim is to become a software engineer.

or
My aim is to become a successful software engineer.
My aim is to become a government employee.

My strengths are sincerity and hard-working nature.
My family consists of 5 members.
My mother is a house wife.
My mother is a domestic engineer.

I have a brother/sister.
I have an elder/a younger brother/sister.

I'm 20.
I'm 20 years old.

My hobby is listening to music.
I was born and brought up in Hyderabad.

ACTIVITY: Students will introduce themselves one by one before the class.

FORMAL CONVERSATION

In formal conversation, don't write 'Hi', 'Hey buddy', 'Hey'. If there are there kind of words in the following samples, overlook them and replace them with 'Good morning' kind of formal greetings.

D.2. Sample Conversation about Checking-in at the Airport:

Airport Attendant = AA, Passenger = P

AA: Next please!

P: Hello. Good Afternoon.

AA: Good Afternoon sir. May I see your passport please? P: Yes, here you go.

AA: Thank you. Please place your luggage on the belt.

P: (Places suitcase on the conveyor belt)

AA: **I'm afraid this** suitcase is 7kg overweight. You are allowed a maximum of 30 kg and this suitcase weighs 37kg. You will need to remove some items or pay an additional fee for the extra weight.

P: **Oh no! I see. Okay, I'm happy to pay the fee.**

AA: Is this your bag sir?

P: Yes, of course it is.

AA: Did you pack it yourself?

P: Yes.

AA: Were you given anything by someone else to take on the flight?

P: No, definitely not.

AA: Do you have any of the following items in your luggage?

(Points to images of dangerous objects)

P: No, I'm certain.

AA: Okay, that will be 56 euros for the overweight case please.

P: Okay, here is the right amount in cash. Also, could I please have a window seat?

AA: **I'll just see if there is one available....Okay, you will be seated in 25A. Here is your passport and** boarding pass, please keep all your documents safe. Enjoy your flight.

P: Thank you very much.

Here are some commonly used connectors/transition words and phrases, grouped by category:

To express addition:

also, another, furthermore, in addition, moreover

To express consequence:

as a result, consequently, for this reason, subsequently, therefore, thus

To exemplify or illustrate:

for instance, for example, such as

To restate:

in other words, in short, in brief, to put it differently

For contrast and comparison:

in contrast, likewise, on the other hand, on the contrary, similarly,

yet, but,

however

To express sequence or order:

first of all, to begin with, in the first place, next, secondly, second,

third, thirdly,

finally, etc.

To summarize or conclude:

all in all, in conclusion, to sum up, to summarize, to conclude

Sample telephonic conversation: Making an arrangement

The Protocol Department arranged a visit of diplomats accredited at Moscow to the Cardiological Centre of the Ministry of Public Health. Here is a talk between a Soviet official and an Australian diplomat concerning the details of the visit.

Mr Ward: Good morning. This is Ward of the Australian Embassy speaking.

Mr Orlov: Good morning, Mr Ward. Orlov speaking. Can I be of any help to you?

Mr Ward: I am calling to confirm our visit to the Moscow Cardiological Centre. Any changes in the schedule of the visit, Mr Orlov?

Mr Orlov: No changes so far. The visit is arranged for the heads of staff and other members of foreign missions and embassies in Moscow.

Mr Ward: The date and time remain as mentioned in the memo?

Mr Orlov: Yes, next Tuesday, 11 a.m.

Mr Ward: Thank you. Are we supposed to go to the Cardiological Centre on our own?

Mr Orlov: No, Mr Ward, we invite you to come to the Foreign Ministry first, and then we'll proceed to the Centre in buses.

Mr Ward: That's a good idea. Any chance of seeing you, Mr Orlov, at the Ministry?

Mr Orlov: Of course, I'll be accompanying you to the Cardiological Centre.

Mr Ward: Fine. See you next Tuesday, then. Good-bye.

Mr Orlov: Good-bye, Mr Ward.

Sample Interview Questions with Suggested Ways of Answering

Q. Tell me about yourself.

A. This is the dreaded, classic, open-ended interview question and likely to be among the first. It's your chance to introduce your qualifications, good work habits, etc. Keep it mostly work and career related.

Q. Why do you want to leave your current job? (Why did you leave your last job?)

A. Be careful with this. Avoid trashing other employers and making statements like, "I need more money." Instead, make generic statements such as, "It's a career move."

Q. What are your strengths?

A. Point out your positive attributes related to the job.

Q. What are your weaknesses?

A. Everybody has weaknesses, but don't spend too much time on this one and keep it work related.

Along with a minor weakness or two, try to point out a couple of weaknesses that the interviewer might see as strengths, such as sometimes being a little too meticulous about the quality of your work. (Avoid saying "I work too hard." It's a predictable, common answer.) For every weakness, offer a strength that compensates for it.

Q. Which adjectives would you use to describe yourself?

A. Answer with positive, work-oriented adjectives, such as conscientious, hard-working, honest and courteous, plus a brief description or example of why each fits you well.

Q. What do you know about our company?

A. To answer this one, [research the company](#) before you interview.

Q. Why do you want to work for us?

A. Same as above. [Research the company](#) before you interview. Avoid the

predictable, such as, "Because it's a great company." Say why you think it's a great company.

Q. Why should I hire you?

A. Point out your positive attributes related to the job, and the good job you've done in the past.

Include any compliments you've received from management.

Q. What past accomplishments gave you satisfaction?

A. Briefly describe one to three work projects that made you proud or earned you pats on the back, promotions, raises, etc. Focus more on achievement than reward.

Q. What makes you want to work hard?

A. Naturally, material rewards such as perks, salary and benefits come into play. But again, focus more on achievement and the satisfaction you derive from it.

Q. What type of work environment do you like best?

A. Tailor your answer to the job. For example, if in doing your job you're required to lock the lab doors and work alone, then indicate that you enjoy being a team player when needed, but also enjoy working independently. If you're required to attend regular project planning and status meetings, then indicate that you're a strong team player and like being part of a team.

Q. Why do you want this job?

A. To help you answer this and related questions, study the job ad in advance. But a job ad alone may not be enough, so it's okay to ask questions about the job while you're answering. Say what attracts you to the job. Avoid the obvious and meaningless, such as, "I need a job."

Q. How do you handle pressure and stress?

A. This is sort of a double whammy, because you're likely already stressed from the interview and the interviewer can see if you're handling it well or not. Everybody feels stress, but the degree varies. Saying that you whine to your shrink, kick your dog or slam down a fifth of Jack Daniels are not good answers. Exercising, relaxing with a good book, socializing with friends or turning stress into productive energy are more along the lines of the "correct" answers.

Q. Explain how you overcame a major obstacle.

A. The interviewer is likely looking for a particular example of your problem-solving skills and the pride you show for solving it.

Q. Where do you see yourself five (ten or fifteen) years from now?

A. Explain your career-advancement goals that are in line with the job for which you are

interviewing. Your interviewer is likely more interested in how he, she or the company will benefit from you achieving your goals than what you'll get from it, but it goes hand in hand to a large degree. It's not a good idea to tell your potential new boss that you'll be going after his or her job, but it's okay to mention that you'd like to earn a senior or management position.

Q. What qualifies you for this job?

A. Tout your skills, experience, education and other qualifications, especially those that match the job description well. Avoid just regurgitating your resume. Explain why.

Q. Why did you choose your college major?

A. The interviewer is likely fishing to see if you are interested in your field of work or just doing a job to get paid. Explain why you like it. Besides your personal interests, include some rock-solid business reasons that show you have vision and business sense.

Go [here](#) for sample interview questions from the Web.

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<http://jobsearchtech.about.com/library/weekly/aa031201-3.htm>

PROBLEMS

1) If you didn't hear properly:

SAY: Sorry, I didn't catch that. Could you repeat the question, please?

2) If you don't understand a word/expression:

SAY: Sorry, I haven't come across that expression/word before. Could you explain what it means, please?

3) If you're not sure about the nature of the question, and you want to clarify what you THINK the examiner asked:

SAY: Do you mean....?

When you say.... are you asking about....?

Sample Question – Answer in Interview:

Q: What interests you about this job?

A: I am interested in this job as a programmer because I am extremely interested in, and skilled at, learning and excelling at new technologies. I have already learned and mastered programs and languages ranging from Python to Java, and I look forward to mastering more programs as they're developed. I am also interested in creative problem solving, a skill I developed when working as an analyst for the past ten years.

Q: Why do you want this job?

A: I understand that this is a company on the rise. As I've read on your website and in various press releases, you're planning to launch several new products in the coming months. I want to be a part of this business as it grows, and I know my experience in product development would help your company as you roll out these products.

Q: What applicable attributes/experience do you have?

A: I developed extensive skills in working with customers, even when they were distressed. I'm excellent at deescalating situations and finding a way to make the customer happy. Our customer satisfaction rating rose 10 percent during my tenure at my previous employer. Since the role of your marketing department is to improve customers' impressions of the company, my experience will be an asset to your team.

Q: What can you do for this company?

A: I can contribute my ability to streamline office processes. For example, I developed a new method for scheduling client appointments which led to an 85%

decrease in scheduling errors. I would love to bring not only this method but my general [organizational skills](#) to this job at your company.

Q: What do you know about this company?

A: Answer may vary

Q: Why do you want to work here?

A: This company is internationally known for its healthcare products, and my experience in the marketing of healthcare products has me intrigued by the opportunity this position presents.

Q: What challenges are you looking for in a position?

A: I know your organization emphasizes setting high goals for each team, and I look forward to being part of a team that aims high. I have a lot of experience with teamwork and working on big projects with tight deadlines. My ability to work well in a team, and to manage my time, will make me a strong team member in this environment.

Q: Are you willing to travel?

A: I'm definitely willing to travel. I believe it's extremely important to meet regularly with my clients face-to-face to develop our working relationship. However, could I have a bit more information on the type of travel required for this job, to get a better sense of the job schedule? Would this travel be weekly or once every few weeks or months?

Q: Is there anything I haven't told you about the job or company that you would like to know?

A: What are the prospects for growth and advancement?

Q: Tell me how you spend your free time.

A: When I'm not working, I like to spend time exploring with my dogs. I take them hiking, visiting historical sites, or even just walking around town. A surprising number of people are drawn to dogs, and I always enjoy talking with who I meet. I feel that communication is one of the most important aspects of my professional life as well. When talking with people, being able to guide the conversation in a particular direction is one of the ways I've been successful in different situations at the office.

Q: What is your greatest weakness?

A: I like to make sure that my work is perfect, so I tend to perhaps spend a little too much time checking it. However, I've come to a good balance by setting up a system to ensure everything is done the first time correctly. I also time myself when I work to prevent myself from spending too much time on one project, and guaranteeing I'll have enough time to get to the rest of my work.

Q: What is your greatest strength?

A: I have an extremely strong work ethic. When I'm working on a project, I don't just want to meet deadlines. Rather, I prefer to complete the project well ahead of schedule. Last year, I even earned a bonus for completing my three most recent reports one week ahead of time.

Q: Describe a typical work week.

A: During a typical work week, one of my biggest tasks is checking in on my staff and assessing progress on various projects. I like to meet first thing on Mondays to discuss our priorities for the week, then meet again in the middle of the week to check progress, and once at the end of the week to discuss goal setting for the next week. I meet with smaller groups of my staff in the middle of the week to troubleshoot any issues. For example, during a recent mid-week meeting, I noticed one team was a few days behind on a long-term project. I met with the team and, together, we came up with a strategy for increasing efficiency. I also attend a weekly meeting where I present my department's progress to the executive board. On Fridays, I make sure all tasks are completed and I've sent all the necessary communications via email and in person. Finally, I create a list of priorities for next week.

Q: How do you handle stress and pressure?

A: I try to react to situations, rather than to stress. That way, the situation is handled and doesn't become stressful. For example, when I deal with an unsatisfied customer, rather than focusing on feeling stressed, I focus on the task at hand. I believe my ability to communicate effectively with customers during these moments helps reduce my own stress in these situations and also reduces any stress the customer may feel.

Q: What type of work environment do you prefer?

A: I can be flexible when it comes to my work environment. From your website, it looks like the environment in the engineering department here at RRS, Inc., is

fast-paced and structured to expand production. I enjoy working in an area experiencing rapid growth, and I think many times this kind of environment is conducive to new ideas and applications.

Q: How do you evaluate success?

A: I define success in different ways. At work, it is meeting the goals set by my supervisors and my fellow workers. It is my understanding, from talking to other employees, that the GGR company is recognized for not only rewarding success but giving employees opportunity to grow as well. After work, I enjoy playing softball, so success on the field is catching the winning pop-up.

Refer to the following link for further details:

<https://www.thebalancecareers.com/phone-interview-questions-and-answers-2061217>