

Self Introduction

Your introduction should include:

- Greeting
- Your name
- Team name (if applicable)
- Appropriate context

Points to consider:

- Communicate enthusiasm by smiling
- Maintain eye contact
- Have an open body posture
- Stand with confidence

Introducing others

When you have to introduce a man and a woman to each other, you will acknowledge the woman and introduce the man

E.g. Arpita, I'd like you to meet Ram Sharma



When you have to introduce a younger person (Kapil) and an older person (Chetan Patil), you will always acknowledge the younger person and introduce the older.

E.g. Kapil, I'd like you to meet Chetan Patil

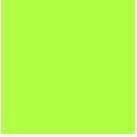


When you have to introduce a junior (Anjali Sharma) and a senior (Akash Singh), you always acknowledge the senior and introduce the junior

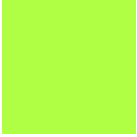
E.g. Mr. Akash Singh, please meet Anjali Sharma




Points to remember



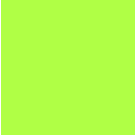
Use last names when meeting someone for the first time and mention any higher academic or other titles



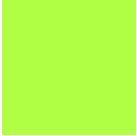
For very formal introductions, use the complete name



Careful with names/pronunciations that you are not familiar with



Toss in a positive remark or two about the people you're introducing



ALWAYS make sure you introduce yourself clearly and confidently to ensure comfort with others