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| **Assignment: The Art of Self-Introduction** |

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Prepare an introduction each for a formal and informal context using the best applicable adjectives for you.

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| **FORMAL** | **INFORMAL** |
| 1. Diligent 2. Dependable 3. Efficient 4. Meticulous 5. Analytical 6. Thorough 7. Punctual 8. Responsible 9. Professional 10. Disciplined 11. Knowledgeable 12. Detail-oriented 13. Organized 14. Methodical 15. Skilled 16. Experienced 17. Resourceful 18. Innovative 19. Adaptable 20. Strategic | 1. Friendly 2. Outgoing 3. Ambitious 4. Creative 5. Passionate 6. Adventurous 7. Spontaneous 8. Humorous 9. Curious 10. Genuine 11. Confident 12. Determined 13. Laid-back 14. Easygoing 15. Empathetic 16. Reliable 17. Enthusiastic 18. Resourceful 19. Independent 20. Open-minded |

**Introducing in General:**

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| **Formal** | **Informal** |
| *“Hi, my name is [Name].*  *I am from [City/Town Name].*  *I have [Number of Years of Experience] years of experience in [Related Field/Industry].*  *I recently graduated from [University Name] with a degree in [Related Field].*  *I have always been passionate about [Related Field/Interest].*  *During my studies, I had the opportunity to work on various projects related to [Skills or Knowledge Acquired].*  *I am a hardworking and dedicated individual who is always eager to learn and grow.*  *My hobbies are [Hobbies]”* | *“Hello, I’m glad to meet you.*  *My name is [Your Name], and I recently graduated from [College/University Name] with a degree in [Your Major/Field of Study].*  *I've always been interested in data and analytics, and after doing some research, I decided to enrol at AlmaBetter to learn more about data science.*  *I'm really excited to be here and dive into this field, and I'm looking forward to seeing where it takes me.*  *In my free time, I love to [Your hobbies or interests], and I'm always up for [Something fun you like to do with friends, like going to concerts or trying new restaurants].*  *It's great to meet you, and if you're interested in data science too, we should definitely talk more!”* |

**Introducing in Interviews:**

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| **Working Professionals** | **College Graduates** |
| *“Hello Good morning sir/ ma'am. My name is \_\_\_\_\_\_\_. I have X years of experience in the ABC industry. I have worked with 2 reputed companies so far. In my previous company, I was responsible for handling their top-performing clients. I have great problem-solving and communication skills because of which I am known for establishing stronger relationships at my workplace quickly. I am really looking forward to working here as I know I have the right skills that are required for this position.”* | *“Good morning sir/ma'am. My name is \_\_\_\_\_\_\_. I am known for my communication and negotiation skills. I have got hands-on experience in \_\_\_\_\_ by enrolling myself as a trainee at AlmaBetter. (You can also talk about your internships and projects) I was responsible to handle X in my previous role. I have read the job description of this company and I am pretty excited about this opportunity. I know that I have the right skill set to contribute immediately”* |
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