

# Person to person - an introduction to speech communication

## National Textbook Co. - How to Write a Speech Introducing Yourself: 15 Steps

**Introduce Yourself to Employers in 60 Seconds**

You step into the career fair and make your way toward a representative from the top-rated company on your job-search list. What can you say and do during the next 60 seconds to make the recruiter want to explore hiring you? Hit them with your one-minute introduction!

Follow the formula:

Use the following formula to build your 60-second introduction:

- Name
- Current position, junior, sophomore
- Major
- Opportunities for you are seeking
- Internships/extracurriculars (camping, volunteer work)
- Highlights skills and strengths
- Knowledge of the company

Take your introduction to the employer you represent based on research and knowledge of each company. (Your employer's website is the best place to get information about the career fair from your career center, and check out their website for information about products, services, and opportunities.)

Practice to perfection:

Practice your introduction until you feel comfortable with it. You can record yourself saying it, or have a friend practice with you. Practice eye contact, facial expressions, body language, and posture. Practice with a mirror, a friend, and/or a career services staff member.

Ask a great question:

Never hesitate to demonstrate by asking a question about the company. (These questions are based on information you've found in your research.)

- "Could you tell me more about the new product you are developing?"
- "Could you tell me more about your financial management training program?"
- "What type of projects do your interns work on?"

Avoid the following:

- Asking what the company does;
- Asking if the company has any jobs;
- Asking what kind of problems you are seeking, saying you would be willing to do anything at the company.



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Tags: #Introduction #Speech #Examples

### How to introduce yourself in a speech?

What means of communication is used? Because the nature of written communication is such that it allows time for consideration and composition, the standards for writing are much higher than for a casual conversation.

### Introductions Matter: How to Begin a Speech Effectively

Even in very casual work environments, what you wear is a nonverbal communication about who you are. Commu- Message Medium Receiver Feedback.

### Speech Communication

But our chief guest for today is no ordinary person. John Smith is so your audience will see the quotation as being more trustworthy.

### Speech Communication

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### How to introduce yourself in a speech?

Avoid lingering on one person, but also avoid darting your eyes back and forth restlessly. Signals the End The first thing a good conclusion can do is to signal the end of a speech.

**Communicative Functions or Purposes of Communication: Articles: Indiana Resource Center for Autism: Indiana University Bloomington**

We are constantly trying to grab so much or do so much that it prevents us from accomplishing our goals.

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