

SELF-INTRODUCTION

ELITE/COMMUNICATION/INTRODUCTION/TRAINEE MANUAL/V 1.0

SELF INTRODUCTION

First impressions make a significant impact on how others perceive you. Therefore, the introduction that you or another person gives about you is extremely important.

I. Introducing self to a group

Stating the name very clearly at the beginning - Hi, everyone! My name is Rohit Sharma.

Give details about your current situation. Let the people know where you are at in your life. This includes any organizations to which you belong, where you live, your occupations and any projects you are associated with.

Name all accomplishments. Tell about any awards or recognitions received along with any contributions made to society.

Discuss where you come from in life. Where born and raised. Any unusual childhood experience. Tell any other details that are interesting or that would pertain to topics class would find relevant. Any specialized field of study being pursued.

Discuss topics about which you care. These may be world or local issues. What is your passion in life?

Name your personal interests. What do you like to do for fun or for relaxation?

Describe your goals in life. What are you working toward? What do you want to accomplish?

Give information that shows how you are similar to the group that is hearing the speech. Tell how it is that you can relate with them.

II. Introducing self to another person

Use the Other Person's Name first: All introductions should start with the name of the other person, then say your name. In fact, in a professional setting, it's important to say your name twice. It's also a good habit to slow down and say your name clearly. Then include your title, your company, or appropriate context. "Hi Naina, I'm Rubina Murthy. I'm one of the speakers today. It's great to meet you, Naina."

Say the name of the other person twice as it helps in remembering the name it shows your interest in the other person.

When the introduction details are your choice, I recommend picking three things that you think others in the group might be able relate to. Again, the idea is to build rapport. By choosing just three things, your introduction will be more memorable. In addition, you can expand and contract the length of your response by providing examples or details for each of your chosen three things.

For example, for a very short introduction I might say something like,

"Hi, everyone. I'm Mohit, Mohit Khatri. I'm a software developer, specializing in cloud computing and enjoys dancing and photography." Or "I'm Ruby, Ruby Mittal and I'm a computer system major. When I take a break from work it's to go for a swim or a bike ride, or to go for a walk with my dog!"

For a longer answer say something like...

"Hi everyone. I'm Lisa, Lisa Marshall. I'm a professional speaker and author. I specialize in communication skills and I'm excited because my new audiobook on interviewing skills will be released shortly. I enjoy dancing, although I'm not that good at it. I really love Latin music and salsa dancing is my favorite. I also enjoy photography. In fact, I am thinking of buying myself a digital SLR for my upcoming birthday."

Firstly remember using names are important. Showing enthusiasm and confidence are also essential. Then remember to build rapport through common ground. Be conversational and brief, focusing on only **three things**.

Share your **professional background** and credentials as well as include **one or two non-professional** interests. Optionally you might hint at values that are important to you.

Explain the reason for acquiring the degree, explain career choices in term of personal and professional experiences. **Focus** not on what you've done but **why you did it**.

III. Introduction in a corporate classroom

In a corporate classroom, participant introductions should focus on the person's role and what he or she would like to gain from the workshop. For example, let's say you're a project manager in a public speaking workshop. You might say something like this, "Hi, I'm Ravi, Ravi Raman and I'm responsible for TGA development and project management. For me, I'd like to hear more about how to engage the audience particularly during client kick-off meetings."

IV. Self-Introduction - "elevator speech" - convey something about who you are and what you do

Succinctly describe your interests, goals, and skills

1. Consider what your goals are. What do you want to learn more about through networking? This might be a specific job, industry (e.g., career options), or how to apply a skill set (e.g., foreign language skills).
2. Describe the most relevant pieces of information about yourself. Examples include a recent externship or job in the field; why a course or newspaper article sparked your interest; transferrable skills developed through a student club.

Some additional info...

INTRODUCE YOURSELF!

1. NAME:
 1. When and where were you born?
 2. How many brothers/sisters do you have? What are their ages?
 3. In what other places have you lived besides here?
 4. What are your favorite activities/hobbies/sports? Why? (Feel free to name several.)
 5. What is the best place you've ever lived in or visited? Please explain.
 6. What is the accomplishment that you are proudest of in your life? Why are you proud of it? Please explain.
 7. What is a weakness or flaw that you would like to eliminate? (Some examples are sleeping in too often, sloppiness, forgetting homework, eating too much junk food, etc.)
 8. Please choose three words that describe you best:
 9. What is something that you would like people to know about you?
 10. What is something that people might be surprised to know about you?
 11. What is something that you would like to get around to doing some day? Why?
 12. Name three things you could do without:
 13. What is your favorite movie?
 14. What is your favorite book?
 15. What is your favorite CD?
 16. What is the name of your favorite music group or singer?
 17. What TV show do you try not to miss?
 18. What are your favorite foods?
 19. What is/are your favorite restaurant(s)?
 20. What is one of your favorite memories?
 21. What is the best learning experience that you ever had? Please explain.
 22. Are you a writer? If your answer is YES, what kinds of things do you write? Have you ever been published?
 23. What does a person have to do in order to be a good reader?
 24. What kinds of books do you like to read?
 25. How do you decide which books you'll read?
 26. Have you ever reread a book? If so, can you name it/them here?
 27. Do you ever read at home for pleasure? What kinds of things do you read at home for pleasure?
 28. Who are your favorite authors?
 29. In general, how do you feel about reading?
 30. If someone were to write a newspaper or magazine article about you, what would you like the writer to use as a focus (central idea)?

Note: Participants Profile will contain relevant information (experience, role) / prerequisite required for the training.

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