

Business Basic

Lesson 01: Self-Introduction

Practice 1 | Formal and Informal Expressions

Directions: Listen and repeat.

There are certain phrases used in business conversations.

Check them with your teacher.

Formal	Informal
Let me introduce myself. My name is Peter.	Hi! I'm Peter.
Please do not hesitate to ask questions.	Ask me anything.
I work for the company "Future innovation".	I work for a small/big company.
We have something in common!	We're kind of similar...
Let us exchange our business cards.	Here's my business card.

Practice 2 | Reading Sentences

Directions: Read the sentences aloud with your teacher.

Here are short introduction examples. Read them with your teacher and then answer the following questions.

Introduction 1

Good evening, Mr. John Jameson. I have heard so much about you! Let me introduce myself – I am Patrick Clover from the "Future Innovation" company. We both work in the same field – we are General Directors of our companies so we have something in common. Before co-founding "Future Innovation", I have also worked for "Healthcare" here and "Global Locally" as both an advertisement manager and a public relations specialist. Please do not hesitate to contact me.

Introduction 2

Hi there, I am Patrick. I heard people talking a lot about you. I live in Osaka and one of my hobbies is playing golf. I work for the "Future Innovation" company and I am the General Director. I also have a wife and two kids.

1. What type of language is used in each of the two examples? Formal or informal?
2. How is Patrick Clover trying to build rapport with the person he addresses himself to in the first introduction?
3. What major difference between the contents of the two introductions do you recognize?
4. What can you tell us about the structure of the two introductions?

Practice 3 | Studying the Manual

Directions: Study the manual with your teacher.

Making a good business introduction is not easy. Study these points with your teacher.

A good business introduction should have:

- A connection with the listeners: "Good morning, ladies and gentlemen/Hello, Mr. Jameson, I am..." If possible, before saying your name it is a very good idea to mention the name of the person you are introducing yourself to. This creates a connection and keeps the listener's attention.
- Several issues that will vary depending on your audience (For example, if you have different businesses, you need to prepare at least one introduction for each).
- A strong belief in what you are saying. It is best to stay true to yourself and mention the things that you really enjoy instead of lying about something. Happiness attracts happiness.
- Keywords. You should include keywords such as your experience, your company's name, your position in the company, etc.
- Time for response. You should be very attentive while talking and let people ask you questions if they have any.

Remember! A good introduction should be polite, realistic, short, but informative. Always give the other person time to introduce himself/herself.

Practice: Imagine you have the chance to introduce yourself to an important businessman with whom you'd like to establish a partnership. Make your own introduction using what you have learned from the first introduction example and this Manual.

Practice 4 | Situation Questions

Directions: Answer these situation questions.

1. You see a person you need to introduce yourself to, but you don't know his/her name. What do you do?
2. You are taking your coffee with you and accidentally spill it on a stranger's shoes at a business party. What do you do?