



Pronounce
your
name
slowly
so
listeners
get
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right
away.

Introduce Yourself Properly

In a business setting, mention your name, position and where you come from. Speak slowly when you pronounce your name and repeat it to help people remember. Also, pause before you say it so listeners get a chance to understand it better.

- I'm John Styles. John. I run Riversoft's European office.
- I'd like to introduce myself. Steve. Steve Platt, Chief of Maintenance at Motordome Inc.
- I'm Dr Joy Smith from Reno. I work as a research assistant at our R&D facility. Please call me Joy.

Handshakes or bows? In the English speaking world both men and women usually shake hands when they meet and when they leave—if the group is small.

If groups are large we often look at the people who are introducing themselves and bow slightly on hearing their name. As we leave, we wave a general goodbye to everyone.

Do you have to introduce someone else? Ask how they would like to be presented. If you have a doubt, find out how to pronounce their names.

- I'd like you to meet Dr Grant. She's the Head Surgeon at Boston Memorial Hospital.
- Let me introduce John Oats. John comes from the Oslo branch and will join our sales team.
- This is Alice Spleen, from Marketing.

Andrew's advice? First impressions leave a mark so invest time in learning proper greetings.



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