

Part 8

INTRODUCING SOMEONE

1. First, state the name of the person being introduced to. This is the 'higher-ranking' person.
2. Second, say "I would like to introduce" or, "please meet" or, "this is," etc.
3. Third, state the name of the person being introduced. This is the 'lower-ranking' person.
4. Finally, offer some details about each, as appropriate. As I wrote in a previous article, add a snippet of information about a topic of common interest between the two parties. Do not elaborate. This will help them connect and pursue a conversation.

Introducing other people to someone

I'd like you to meet my friend/colleague/brother ...

This is my friend ...

May I introduce ... to you? (formal)

Have you met ...?

This is ...

Introduce a host to a guest. "Elaine, I don't think you have met my daughter, Anna. Anna arranged for all the food at this festival party. Anna, Elaine is my Project Manager."

INTRODUCING YOURSELF

- Hi, I'm (Susan). Nice to meet you.
- Hi, my name is (Susan). It's a pleasure to meet you.
- I don't think we've met. My name is (Susan). Please to meet you.
- Let me introduce myself—(Susan, Susan Johnson.)

Possible replies

Nice to meet you.

Pleased to meet you.

Nice to see you.

- Nice/Pleased to meet you, too.
- It's a pleasure to meet you, too.

ROLE PLAY THE INTRODUCTION IN BOTH WAYS:

- 1) YOU INTRODUCE YOURSELF TO SOMEONE
- 2) YOU ARE INTRODUCED TO SOMEONE BY YOUR FRIEND

A foreign scientist has come to your University. Receive him. Introduce yourself as his guide and interpreter. Ask him about the purpose of his visit. Wish him a wonderful stay.

You are (standing) in the lobby. You are anxious to meet other participants of the conference. Introduce yourself to them and exchange your visiting cards.

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