



Centre Universitaire Abdelhafid Boussouf Cellule E-learning



English – Level2

– Lesson 04 – How to Introduce Yourself in English

Staff pédagogique			
Nom	Grade	Institut	Adresse e-mail
Djalal Mansour	MCB	Lettres et Langues	djalal.mansour@centre-univ-mila.dz
Assia Azzioui		Lettres et Langues	a.azzioui@centre-univ-mila.dz
Kawther Belguet		Lettre et Langues	Kaoutharbelguet43@gmail.com

Etudiants concernés Semestre 3			
Institut	Département	Année	Spécialité
Lettres et Langues	•Langues Etrangère	Licence 2	Français.
Sciences et Technologie	•Mathématique et informatique •Sciences Techniques.	Licence 2	•MI. •ST.
Sciences Economique	•Sciences Economique. •Sciences Commerciales. •Sciences de la Gestion.	Licence 2	Toutes les spécialités.

How to Introduce Yourself in English?

Introductions are extremely important for your professional life. The first interaction you have with someone will impact how others perceive you, and also the relationship you will later have with them. The very first tip is to be prepared and ready for any professional situation, you can't hesitate when you introduce yourself. So follow the steps below, write it down, practice, and make sure it's ready and fresh for when you need it.

A 3-Step Framework for professional Introductions:

When networking, for example, introductions tend to be shorter, but in a negotiation, you usually spend more time introducing yourself and bonding with the others. In general, a professional introduction should include these three parts or steps: 1) Who you are, 2) What you do, and 3) What others need to know.

1) Who You Are:

*The very first step is to mention your **name**. You can use the below phrases to introduce yourself:*

-My name is

-Let me introduce myself; I'm

-I would like to introduce myself

-My name is Sara, but you can call me

2) What You Do

*The second step might sound simple, but it's actually the most important part. Usually, people say their names and their job title. But what else is there to say about you?. You need to provide some key points your audience can hang on to. You should still mention your **job title, your company**, perhaps even your **department** but skip the details. You can just memorize the phrases below:*

-I'm a [job title] at [company] or I'm currently working as [job].

-Officially, my job is to

-I work in/for/with [field], [company], [department/person].

3) What Others Need to Know

The last bit of a professional introduction consists of adding other *nice facts* that are relevant to the people and the context. Here, you can show your contribution, and you can set the expectations for the meeting or presentation going on. Here are some phrases you can use:

-Today, I'd like to walk you through.....

-My purpose today is to share inside information about.....

-For the next 20 minutes, I'm going to explain.....

Down you will find a link to a video about how to introduce yourself professionally which may provide you with more details:
<https://youtu.be/a3gERqaaXZk>

REFERENCES

- Talaera Blog: Business English Communication. Paola Pascual, 2021.
- English with Lucy. Self Introduction: How to introduce yourself in English.
<https://youtu.be/QgjkjsqAzvo>