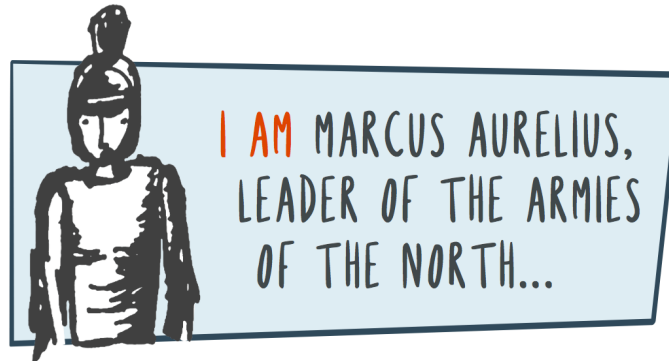


Introducing oneself

WAYS OF INTRODUCING YOURSELF...



@bryanMMathers

INTRODUCING ONESELF presentarsi

I introduce myself

You introduce yourself

He introduces himself

She introduces herself

It introduces itself

We introduce ourselves

You introduce yourselves

They introduce themselves

INTRODUCING ONESELF presentarsi

I introduce myself

You introduce yourself

He introduces himself

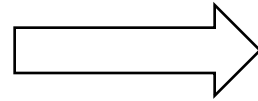
She introduces herself

It introduces itself

We introduce ourselves


You introduce yourselves

They introduce themselves



REFLEXIVE PRONOUNS

Pron + self

 Writing Model 3

I would like to introduce myself.

*My name is Zhang Minxiong,
but please call me Calvin. Zhang
is my family name. Minxiong
means smart and heroic. I am 21.
I am taking classes in English and
math. I live with my cousin and
his family. I work part-time in his
restaurant. I want to have my own
business.*

- | | |
|---|--|
| <input type="checkbox"/> name | <input type="checkbox"/> family |
| <input type="checkbox"/> home country | <input type="checkbox"/> work |
| <input type="checkbox"/> languages | <input type="checkbox"/> classes at school |
| <input type="checkbox"/> where he lives | <input type="checkbox"/> free-time fun |
| <input type="checkbox"/> age | <input type="checkbox"/> plans for
the future |

When introducing yourself:

- ❖ Name
- ❖ How would you like to be called (in this class)
- ❖ Age
- ❖ Home country
- ❖ Where do you live (family, pets)
- ❖ What do you do
- ❖ Plans for the future
- ❖ Hobbies

When introducing yourself:

- ❖ Name
- ❖ How would you like to be called (in this class)
- ❖ Age
- ❖ Home country
- ❖ Where do you live (family, pets)
- ❖ What do you do
- ❖ Plans for the future
- ❖ Hobbies

Writing Model 3

*I would like to introduce myself.
My name is Zhang Minxiong,
but please call me Calvin. Zhang
is my family name. Minxiong
means smart and heroic. I am 21.
I am taking classes in English and
math. I live with my cousin and
his family. I work part-time in his
restaurant. I want to have my own
business.*

When introducing others

My classmate Yelena Politova is an interesting person. She is from Ukraine. She speaks Ukrainian and Russian. She lives with her family. She is married. She has one son and one daughter. She works part-time at an animal hospital. I hope to learn more about her.

When introducing yourself:

- Keep it simple
- Be engaging and friendly
- State your name and your role
- Add something about your experience
- Create an “**elevator pitch**”



The elevator pitch

It's all about you:

- Who you are
- What you do
- What you want to do

Share your skills

Mention your goals

Keep it brief

Have a business card ready

Elevator Pitch Examples & Writing Tips - What to Say

the balance

The infographic features a central title 'Elevator Pitch Examples & Writing Tips - What to Say' in a dark blue font. Surrounding the title are four key tips, each with an icon: 'Share your skills' (a computer monitor, a gear, and a line graph), 'Mention your goals' (a calendar with a checkmark), 'Keep it brief' (a clock and wavy lines), and 'Have a business card ready' (a hand holding a business card). At the bottom, a stylized illustration shows a man and a woman in an elevator, with a semi-circular dial above them showing numbers 1 through 5. The background is a light beige color, and the bottom section is a dark blue band.

Elevator speech

Try using these questions to organize your thoughts:

Briefly **describe yourself**

What is your **education history**?

What is your **career goal**? -> future job

What **skills, strengths, or experiences** do you have that would help you realize that goal?

What **accomplishment** best represents how you use these skills, strengths, or experiences?

What are you **searching for**? -> internship in local area, experience abroad

Briefly describe yourself

Choose some adjectives that can describe your personality

adventurous ambitious assertive
bossy cautious creative energetic
likeable moody organised quiet
reliable sensible sensitive serious
sociable talkative thoughtful

EDUCATION HISTORY

High school diploma

I was awarded a high school diploma in accounting/ business/ science/languages

I graduated at high school

University

BS - Bachelor of Science degree (undergraduate)

MS- Master of Science degree (postgraduate)

BA – Bachelor of Arts (undergraduate)

MA – Master of Arts (postgraduate)



Introducing your higher education

I am currently **enrolled at** the BS course in _____ **at the University of** _____ in

My BS majors **in** _____

The central courses/fields of my BS are _____

My MS thesis/dissertation focuses on _____

The last semester I took a course in _____

centres on

investigates

is concerned with

develops

analyses

The research field I would like to analyse is about

is devoted to

analyses

investigates

examines

explores

questions

inquires

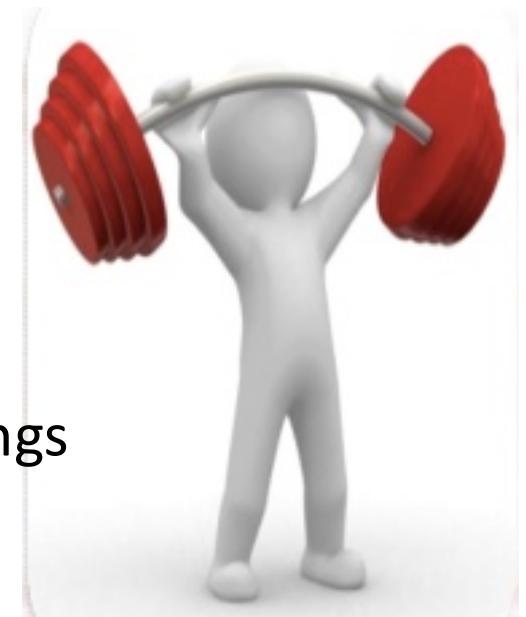
Your career goals -> Think in terms of a *personal SWOT analysis*

What are your
STRENGTHS
WEAKNESSES
OPPORTUNITIES
THREATS

S STRENGTHS	W WEAKNESSES	O OPPORTUNITIES	T THREATS
<ul style="list-style-type: none">• Things your company does well• Qualities that separate you from your competitors• Internal resources such as skilled, knowledgeable staff• Tangible assets such as intellectual property, capital, proprietary technologies etc.	<ul style="list-style-type: none">• Things your company lacks• Things your competitors do better than you• Resource limitations• Unclear unique selling proposition	<ul style="list-style-type: none">• Underserved markets for specific products• Few competitors in your area• Emerging need for your products or services• Press/media coverage of your company	<ul style="list-style-type: none">• Emerging competitors• Changing regulatory environment• Negative press/media coverage• Changing customer attitudes toward your company

What are your strengths?

- ❖ You communicate well with others, you have great communication skills
- ❖ You are a sociable person
- ❖ You are a quick learner
- ❖ You are always punctual
- ❖ You are a team player, you work well with others
- ❖ You are flexible to handle change
- ❖ You are able to prioritize
- ❖ You are highly energetic
- ❖ You have great problem-solving skills and are willing to learn new things to reach your objectives



What are your weaknesses?

Try to motivate them and relate them to something constructive

- ❖ You are a hard worker and sometimes you are so much focused on your work that you don't allow for yourself the right time to relax and see things from a distance. But this means that you are constantly trying to do your best;
- ❖ You are a perfectionist and you want things to work out well at the first try. Although you recognize this, you are trying to be more flexible by taking the opportunity to learn from possible faults;
- ❖ You are too helpful and you don't have enough time to manage your tasks. You are trying to establish boundaries while not stopping being supportive for your team;
- ❖ You have a low self-esteem and you always felt insecure but this helps you to improve and to have a constant critical eye.

Try to turn your weaknesses into something positive or make sure you leave the message that you are working on improving a critical point.

If you lack experience, or skills, say it! But state that you are willing to learn

Excercise: Talk about yourself

Read these adjectives. Choose three that identify you

ambitious

honest

strict

annoying

kind

stubborn

bad-tempered

laid-back

sympathetic

big-headed

lazy

talkative

careless

mean

trustworthy

cautious

modest

two-faced

conservative

moody

weird

charming

polite

cheerful

self-confident

friendly

selfish

generous

sensible

hard-working

sensitive

Example 1:

I'm a workaholic person and love to dedicate myself to the work I'm doing. But at the same time I forget to keep a balance between other things which I'm trying to improve on.

Example 2:

My strength is my flexibility to handle change. As a software developer at my last job, I was able to turn around a negative working environment and develop a very supportive team.



For example

Entry-Level Accounting Resume

Junior accountant seeking entry-level accounting position. No actual on-the-job experience yet in the accounting world, but I'm very eager to learn. I've got great interpersonal skills.

Enthusiastic entry-level accountant. Prepared 15 tax returns in the past six months. Consulted to local convenience store as CPA. As part-time volunteer accountant at nearby animal shelter, identified \$6,000 cost savings that saved the lives of 500 dogs and cats.

For example

Entry-Level Accounting Resume

Junior accountant seeking entry-level accounting position. No actual on-the-job experience yet in the accounting world, but I'm very eager to learn. I've got great interpersonal skills.



Enthusiastic entry-level accountant. Prepared 15 tax returns in the past six months. Consulted to local convenience store as CPA. As part-time volunteer accountant at nearby animal shelter, identified \$6,000 cost savings that saved the lives of 500 dogs and cats.



Accounting Resumé (education)

MBA

Michigan State University, 2012-2016

- Concentration in accounting
- Excelled in business accounting classes
- Received the Student Leadership and Service Award

MBA

Michigan State University, 2012-2016

- Completed all core coursework
- GPA 3.1

Accounting Resumé (education)

MBA

Michigan State University, 2012-2016

- Concentration in accounting
- Excelled in business accounting classes
- Received the Student Leadership and Service Award



MBA

Michigan State University, 2012-2016

- Completed all core coursework
- GPA 3.1




Business students -> preferable skills

SOFT SKILLS	TECHNICAL SKILLS
Communication	Database management
Teamwork	QuickBooks
Leadership	Operations management
Self-confidence	Profit and loss
Language skills	Account analysis
Adaptability	Tax compliance
Problem-solving	Payroll
Detail-oriented	Revenue projections

Describing people's personalities

3 Match words 1–8 with words a–h to make compound adjectives connected with character.

- | | |
|-----------|-------------|
| 1 easy- | a working |
| 2 open- | b confident |
| 3 even- | c going |
| 4 hard- | d hearted |
| 5 self- | e tempered |
| 6 strong- | f willed |
| 7 warm- | g headed |
| 8 level- | h minded |
- 

4b Match the meanings below with an adjective from Exercise 3.

A person who ...

- 1 does not easily become angry: *even-tempered*
- 2 is determined to do what they want: _____
- 3 is not easily upset or annoyed: _____
- 4 accepts other ideas and opinions: _____
- 5 makes a lot of effort: _____
- 6 believes in their own success: _____
- 7 behaves in a calm way even in a difficult situation: _____
- 8 is friendly, kind and generous: _____

Some prefixes

- ❑ At the beginning of a word
- ❑ They change/ vary the meaning

Prefix	meaning	examples
anti-	against/opposed to	<i>anti-government, anti-racist, anti-war</i>
auto-	self	<i>autobiography, automobile</i>
de-	reverse or change	<i>de-classify, decontaminate, demotivate</i>
dis-	reverse or remove	<i>disagree, displeasure, disqualify</i>
down-	reduce or lower	<i>downgrade, downhearted</i>
extra-	beyond	<i>extraordinary, extraterrestrial</i>
hyper-	extreme	<i>hyperactive, hypertension</i>

<i>il-, im-, in-, ir-</i>	not	<i>illegal, impossible, insecure, irregular</i>
<i>inter-</i>	between	<i>interactive, international</i>
<i>mega-</i>	very big, important	<i>megabyte, mega-deal, megaton</i>
<i>mid-</i>	middle	<i>midday, midnight, mid-October</i>
<i>mis-</i>	incorrectly, badly	<i>misaligned, mislead, misspelt</i>
<i>non-</i>	not	<i>non-payment, non-smoking</i>
<i>over-</i>	too much	<i>overcook, overcharge, overrate</i>
<i>out-</i>	go beyond	<i>outdo, out-perform, outrun</i>
<i>post-</i>	after	<i>post-election, post-war</i>
<i>pre-</i>	before	<i>prehistoric, pre-war</i>
<i>pro-</i>	in favour of	<i>pro-communist, pro-democracy</i>

<i>semi-</i>	half	<i>semicircle, semi-retired</i>
<i>sub-</i>	under, below	<i>submarine, sub-Saharan</i>
<i>super-</i>	above, beyond	<i>super-hero, supermodel</i>
<i>tele-</i>	at a distance	<i>television, telepathic</i>
<i>trans-</i>	across	<i>transatlantic, transfer</i>
<i>ultra-</i>	extremely	<i>ultra-compact, ultrasound</i>
<i>un-</i>	remove, reverse, not	<i>undo, unpack, unhappy</i>
<i>under-</i>	less than, beneath	<i>undercook, underestimate</i>
<i>up-</i>	make or move higher	<i>upgrade, uphill</i>

Exercise. Fill in the correct word using a prefix from the box

INTER – PRE – MIS –OUT- RE – SEMI - TRANS

1. _____ animals is one of his special field of interests. **(HISTORIC)**
2. He decided to _____ the offer I gave him. **(CONSIDER)**
3. My friend wanted to _____ me but I was faster **(RUN)**.
4. Last night on TV there was a _____ of the new shows planned this fall **(VIEW)**.
5. We were _____, so we had to surrender . **(NUMBERED)**
6. The government _____ the strength of the hurricane. **(JUDGED)**
7. The first _____ railroad was built in the United States in the 1860s **(CONTINENTAL)**
8. The football team have been preparing for the _____ . **(FINALS)**

Exercise. Fill in the correct word using a prefix from the box

INTER – PRE – MIS –OUT- RE – SEMI - TRANS

1. **_prehistoric_** animals is one of his special field of interests. **(HISTORIC)**
2. He decided to **_reconsider_** the offer I gave him. **(CONSIDER)**
3. My friend wanted to **_outrun_** me but I was faster **(RUN)**.
4. Last night on TV there was a **_preview_** of the new shows planned this fall **(VIEW)**.
5. We were **_outnumbered_**, so we had to surrender. **(NUMBERED)**
6. The government **_misjudged_** the strength of the hurricane. **(JUDGED)**
7. The first **_transcontinental_** railroad was built in the United States in the 1860s **(CONTINENTAL)**
8. The football team have been preparing for the **_semifinal_**. **(FINAL)**

Change the words using the prefixes in the box so that they have an opposite meaning

qualified -
avoidable -
obey -
competent -
mature -
logical -
cover -
conscious -
certain -
attractive -
patient -
agree -
continue -
personal -
fair -
complete -
legal -
trust -

MIS – UN – DIS – IR – IL – IN – IM

Change the words using the prefixes in the box so that they have an opposite meaning

qualified - unqualified
avoidable - unavoidable
obey - disobey
competent - incompetent
mature - immature
logical - illogical
cover - uncover/discover
conscious - unconscious
certain - uncertain
attractive - unattractive
patient - impatient
agree - disagree
continue - discontinue
personal - impersonal
fair - unfair
complete - incomplete
legal - illegal
trust – distrust/mistrust

MIS – UN – DIS – IR – IL – IN – IM

Business writing

Now it's your turn!

What are your main skills? (soft skills vs. technical skills)

What is your education history?

Do you have relevant work experience?

You can add something personal as well -> hobbies, likes/dislikes