



## Tips For Introducing Yourself

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When introducing yourself for the first time, you want to leave a positive lasting impression. Some argue that impressions can change over time but, in reality, we make up our minds about others within the first 7 seconds of meeting. This means that everything you do in those first 7 seconds will create a reference.

### **Create the Right Environment**

One of the worst impressions you can make is when arriving late to a first-time meeting then trying to wiggle your way out of it with an excuse. Arrive on time to your meeting, if not, slightly early. You probably need to plan in advance, especially if you think traffic could get in the way!

### **Appearances Are Important**

Without even opening your mouth, people start to make up their minds about you. This is because appearance matters. By this, I mean your clothing and physical look. Ensure you have the right dress code and dress accordingly. Be sure to have a natural smile and look approachable to make your guest feel at ease.

### **Body Language Is Everything**

The way you use your body in conversation is essential.

- Posture → Maintain an open posture, don't cross your arms, keep your shoulders back with a straight back and keep your head up.
- Eye contact → Always make direct eye contact when introducing yourself and greeting someone.
- Use gestures → When explaining something, people often prefer dynamism using hands and gestures to explain something (but don't overdo it!)
- Stay still → You don't want to be pacing around or tapping your foot as it can create a tense environment.

**Be True To Yourself**

Sometimes, people panic in new and uncomfortable situations and come up with all sorts of stories. Don't say you've done something just to fit in with the crowd, be true to yourself.

**Use The Appropriate Greeting**

Many of us interact with international clients and the way that different cultures greet each other may be completely different. In Western countries, we tend to use a strong and firm handshake but other cultures may bow or use a different greeting. It's extremely important to research the appropriate greeting before that first meeting. This helps you avoid any awkward situations.

**Feel Confident With Your English**

Many of us want to run away and hide when greeting somebody and finding out their English level is better than your own. Some countries simply require higher standards of English or have more practice communicating in English in the workplace. Try to feel confident with what you're saying in English. You can always practise greetings and small talk with a colleague before a big first meeting in English. If you don't understand something, ask them to repeat it or explain what they mean and try to stay calm and focus on listening to them.