

## Hello, May I introduce myself?

| Communication Goals             | Grammar goals                                   | Vocabulary goals                                     | Skills                                       |
|---------------------------------|---|--|--|
| Introducing self and others     | Pronouns, Helping verbs, Subject Verb Agreement | Phrases for self-introduction and introducing others | Reading, skimming an article on introduction |
| Asking questions and responding | Wh and Yes-No questions                         | Professions, job responsibilities, place             | Writing Introducing self in a request letter |
|                                 |   |  | Listening using the introduction phrases     |



# 1 Warm-up

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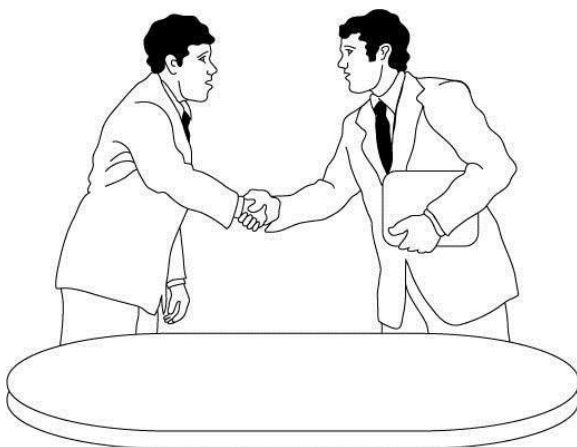
## Time to talk:

What is introduction?

Why is introduction important?

Read the following options. Tick when you need to introduce yourself.

- Meeting your brother
- During interview
- Meeting your friend
- First day at college/work
- Meeting your teacher
- Meet someone for the first time



## 2 Conversation

### Pleased to meet you!...(formal introduction with unknown person)



**Culture**

It's good to avoid using  
take care before taking  
leave of someone in a  
formal set up

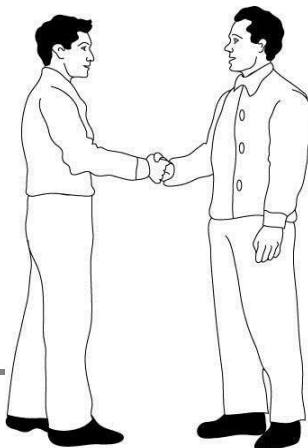
|          |  |
|----------|--|
| Prithvi: | Excuse me!   |
| Mohan:   | Yes?   |
| Prithvi: | Hello, I am Prithvi, I have joined this company as an accountant from today  |
| Mohan:   | Hi Prithvi, Nice to meet you. I am Mohan. I am the sales executive here. Pleased to meet you too.<br><br>Have your seat Prithvi. |
| Mohan:   | Thank you<br>So prithvi, Is this your first job?   |
| Prithvi: | No, This is my second job. I was working as an Accountant for an Educational Institution for a year.                             |
| Mohan:   |  |
| Prithvi: | Oh, that sounds interesting.   |

**Read and answer the questions?**

Why are Prithvi and Mohan introducing each other?

Is the introduction formal or informal?

Why does Prithvi use Excuse me and Please to meet you in the conversation?



Informal conversation –known person

A 1. Hi Liza, How are you?

I meet you after a long time.

So, how is life?

A 2 Oh,

All the best for your exams.

Take care. See you later

B . I am fine. Maria and how are you? I am busy these days preparing for exams and I am on my way for my exams now.

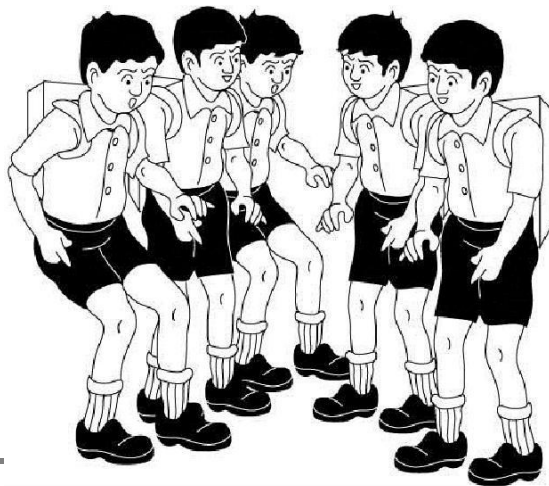
B2 Thank you and you too take care.

## What are the differences between formal and informal conversation?

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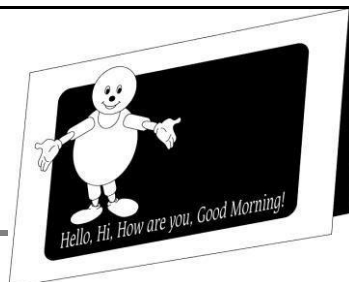
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# Vocabulary in Context

## Introducing self and others

|  |  |
|--|--|
| <p><b>Self introduction Phrases</b></p>  | <p><b>Purpose</b><br/>Self introduction phrases are used while starting a conversation</p>   |
| <p>I d like to i trodu e self.<br/>I .....<br/>.....<br/>..... OR .....<br/>My name is ..... and</p>   | <p>When you are in a group or meeting some unknown people and this phrase helps in starting a conversation to.<br/>Eg. college seminars, meeting students from different places etc</p>                            |
| <p><b>Talking about places</b></p> <p>I am /we are from</p>  | <p>To specify the place you belong to.</p>   |
| <p>They are from</p>   | <p>When you want to introduce someone to the other person.</p>   |
| <p><b>Phrase with introductions</b></p> <p>Pleased to meet you.<br/>Nice to meet you.<br/>Nice meeting you.<br/>Glad to meet you.<br/>It s a pleasure eeti g ou.</p> | <p><b>Purpose</b><br/>A social rule always used to express happiness in meeting the person</p>   |
| <p><b>Responding to introductions</b></p> <p>Pleased to meet you too.<br/>Nice meeting you too.<br/>Glad to meet you too.</p>  | <p><b>Purpose</b><br/>After self introduction you must use the responding phrases along with your name.<br/><br/>When someone introduce their name and place you have to respond in return using these phrases</p> |



## Practice:

**Discuss with your partner and label the sections below with M for meeting and L for leaving.**

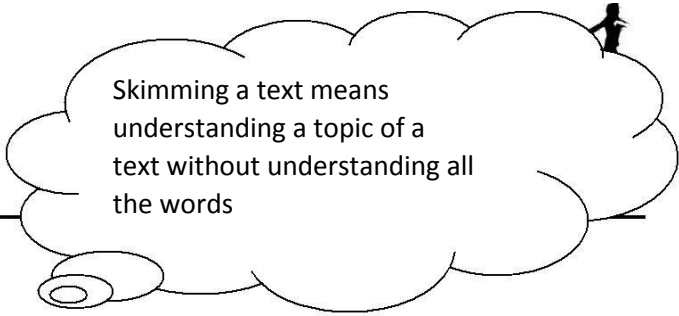
|                                  |  |
|----------------------------------|--|
| It was nice meeting you          |  |
| Thanks for inviting me           |  |
| Pleased to meet you              |  |
| See you later                    |  |
| Have a good weekend              |  |
| Take care                        |  |
| Look after yourself              |  |
| <b>It s lo el to see ou agai</b> |  |
| Thanks for coming                |  |
| I really must be going           |  |

## Interact

**Pair work make a list of questions you will ask you partner so that you can introduce him/her to the class.**

**Now that you have the information introduce your partner to the class**

# 4 Reading Skills –



## Focus Strategy: Skimming

### Before you read

**A.PAIR WORK** Do you give importance for introduction now that you know the importance of introduction how and where would you like to use it

### WHILE READING

**Underline the difficult words and write in the box below. Discuss the meanings with the trainer.**

| Difficult word | Meaning |
|----------------|---------|
|                |         |
|                |         |
|                |         |

### Etiquette- How to introduce yourself and others



The first step in making introductions is to determine who should be introduced to whom. The basic rule is that the name of the older or higher ranking person should be said first. When all other things are equal, the name of the person that you know better should be said first. In a business situation, the client is always considered higher ranking.

Unless you are in an informal setting, introductions should be made using first and last names, as well as titles such as "Dr." when appropriate. If the person that you are introducing has a clear relationship to you, this should be made clear.

In a group setting such as a party, you should introduce a person to the group first. For example, "Deepak, these are my friends Sohan, Nishant, Sarah and Natasha. Everyone, this is Deepak."

If someone has forgotten to introduce you, there is nothing wrong with introducing yourself and explaining how you know the host if you are at a party.



## AFTER READING

Read the following statements and mark true or false (T or F). Correct the sentences that you mark as false.

- 1) One should always introduce the younger person first
- 2) While introducing a group to a person, the person should be introduced first.
- 3) Titles need not be used while introducing someone in a formal set up.
- 4) It is better to stay quiet if someone has forgotten to introduce you.

### Practice:

Student, take care, college, household work, Housewife, study, home, Doctor, teach students, middle school, treat patients, hospital.

**Classify the above words in terms of the following.**

| Profession | Place of work | Job responsibility |
|------------|---------------|--------------------|
|            |               |                    |
|            |               |                    |
|            |               |                    |
|            |               |                    |



## 5. Listening in context

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*Listen to the three conversations in which either people are meeting or are being introduced to each other. Listen to what they say to each other and fill the blanks below:*

The trainer reads out the conversation in the class and the students listen to it carefully. (The conversation should be read only once). The students then fill the blanks to complete the conversation.

In the following conversation Sunita, a new student (fresher) meets Lata another fresher for the first time. Listen to the conversation carefully and fill up the blanks:

Sunita: Hello, \_\_\_\_\_ myself. My name is Sunita and \_\_\_\_\_ B.A.

Lata: \_\_\_\_\_, I am Lata and \_\_\_\_\_ year B.A. \_\_\_\_\_ to meet you Sunita

Sunita: Nice to \_\_\_\_\_.

### Conversation 2:

#### Sunita meets a Professor for the first time:

Sunita: \_\_\_\_\_, I am Sunita and I am a student of the first year B.A. Professor: Hello Sunita, I am Rajesh, professor of Economics. \_\_\_\_\_ to meet you Sunita: Pleased to meet you too sir.

### Conversation 3:

#### Sunita introduces Lata to the professor.

Sunita: Sir, I \_\_\_\_\_ Lata. She is also a first year B.A student. Lata, I \_\_\_\_\_ Professor Rajesh. He teaches economics.

Professor: Hello Lata, \_\_\_\_\_ do?

Lata: Hello Sir, pleased to meet you.

## Writing in context

**Focus Strategy** Think which introduction would be appropriate. Decide if this is a formal or informal letter

### Before writing

Discuss with your partner what important detail a request letter must have.

Read the following request letter and fill in your introduction in the gap given: Subject: Request for a library card

Dear Sir,  
I am

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I request you to kindly issue my library card.  
Thank you,

Yours sincerely,  
(Your signature)

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Learning Log

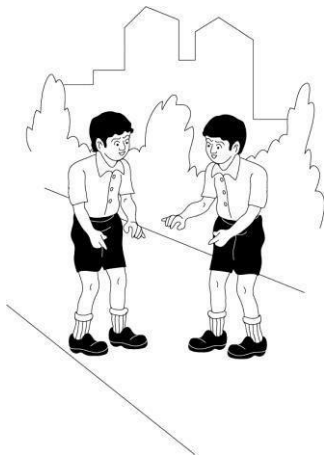
## 6 Speaking in context

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### Role Play

Make group of four now practice introductions for the following situation. Make sure you use the vocabulary and grammar in context

- A neighbour
- An aunt/uncle
- Your boss
- Your brother/sister
- A friend
- A colleague of your father



## You are Welcome!

| Communication Goals | Vocabulary Goals                              | Skills       |
|---------------------|---|--------------|
| Welcoming           | Phrases to welcome                            | Reading      |
|                     | Words used in a formal company welcome letter | Listening    |
|                     | Welcome speech                                | Writing      |
|                     |   | Presentation |

## Warm-up

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### Discuss:

What would be the first thing that you do in the following situations?

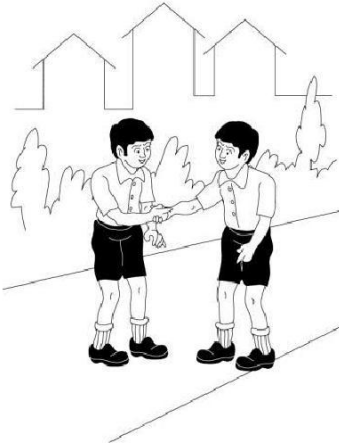
- 1) When a guest comes to your house
- 2) When a new students joins your class
- 3) When a new recruit joins your team
- 4) When you see your new neighbour moving in next to your home
- 5) When you are receiving guests at the entrance of a wedding hall

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## Conversation

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### Welcome!

Ravi: Hello, I am Ravi.

Rajesh: Hello, Ravi I am Rajesh

Ravi: Are you new here Rajesh?

Rajesh: Yes, I just moved in yesterday.

**'a i: That s great. I sta just e t to your home. Welcome to our area.**

Rajesh: Thank you so much!

Ravi: This is one of the best areas in town. You are lucky to have moved in here. I am glad to have you as my neighbour

Rajesh: Same here. I feel very welcome

**'a i: Wh do t e go to a ear hotel here a d ha e so e tea?**

Rajesh: Sure, Thank you

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