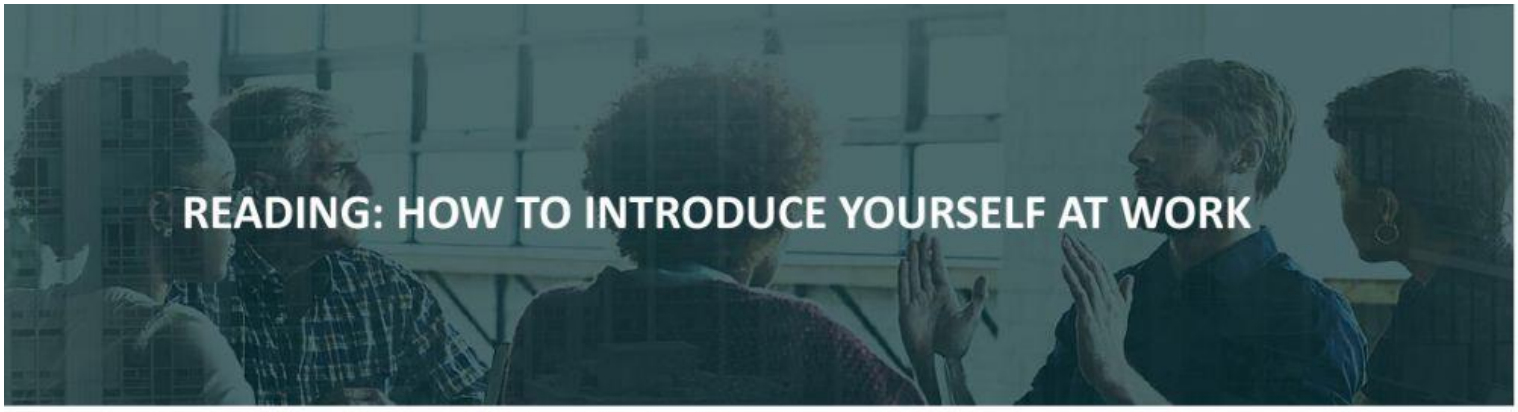


READING: HOW TO INTRODUCE YOURSELF AT WORK

Exercise 1: Read the article about some tips to to help you make introductions to colleagues at your new workplace and match the titles to the paragraphs.

A. Use positive language
B. Introduce yourself to other teams
C. Ask questions
D. Match your tone to your company's culture
E. Find more opportunities for introductions

Regardless of how your new company handles introductions, seeking opportunities to introduce yourself properly can establish a solid foundation for a happy and rewarding work life. Here are some tips to help you make introductions to colleagues at your new workplace.

1____ Asking your new coworkers questions after introductions can help create a two-way conversation and a connection with them, which can lead to positive relationships in the future. Since you are communicating with colleagues for the first time, asking work-related questions is typically more appropriate. Examples include what their roles are in the company, how long they've worked there or if your roles will allow for future collaboration. You can ask more specific questions after your introduction.

2____ Whether the work environment is relaxed or formal, you should usually include your name and job title in your introductions. In addition, the way you make introductions could depend on your role and who you are addressing. In some cases, you may find it more appropriate to give a longer introduction.

3____ When you introduce yourself to new colleagues and supervisors, make sure to avoid mentioning anything negative in your introduction. This is your chance to make a great first impression and you want to leave people with a positive impression.

4____ Introducing yourself to coworkers outside your team can help create a positive atmosphere to work together more efficiently. In many cases, you'll be working with other teams so you should try to establish a good relationship with them as early as possible. Find out who

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you'll often interact with and then introduce yourself. You can ask your manager or human resources representative to formally introduce you to all the teams connected to your role or you can make the introductions yourself.

5____ If you don't get the chance for introductions during orientation, you can introduce yourself to your coworkers in many other ways. During your first meeting, your manager may formally introduce you to the attendees. If not, ask if you can make an introduction. To introduce yourself during a meeting, first determine what kind of introduction you should make. If you are making a formal introduction, keep it brief so it won't interfere with the meeting.

Exercise 2: Answer the following question

What do you think we should not say in an introduction?

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