SPEAKING: HOW TO INTRODUCE YOURSELF AT WORK

How you introduce yourself to your coworkers will be vary depending on the company and situation. Read the example introductions below and find out in which scenario the introduction works best.

1/

Hi Danny. My name is Jennifer, you can call me Jen. I am the new Financial Analyst here. I heard Tom talk about your expertise in fundamental analysis. I'm excited to be part of this team and work with you.

- A. Introduction to a co-worker
- B. Introduction to a team
- C. Introduction in an email
- D. Introduction to co-workers of other department

2/

Good morning. I am Sam, a new production engineer from the manufacturing department at the 2nd floor. I am looking forward to working with you in the future. See you around.

- A. Introduction to a co-worker
- B. Introduction to a team
- C. Introduction in an email
- D. Introduction to co-workers of other department

3/

Hello, my name is Tom, and I will be starting as the new business analyst. In my previous role, I worked as an analyst assistant and I'm very excited to bring my skills to this team. Can't wait to work with you all!

- A. Introduction to a co-worker
- B. Introduction to a team
- C. Introduction in an email
- D. Introduction to co-workers of other department

LIVEWORKSHEETS

Now, practice introducing yourself using these useful phrases and sentences:

- **Hi, my name is ...**
- **Good morning, I am ...**
- **Hello, my name is ...**

- **I am the new ... here.**
- **I am a new ... from ...**
- **I will be starting as the new ...**

- **I'm excited to be part of this team and work with you.**
- **I am looking forward to working with you in the future. See you around.**
- **I'm very excited to bring my skills to this team. Can't wait to work with you all!**

LIVEWORKSHEETS