

Introduction

Learning Objectives

In this unit, you will

- get to know the importance of making proper introductions;
- learn how to introduce yourself and greet someone in different settings;
- grasp the vocabulary related to introduction;
- review basic sentence patterns.

Section A / Lead-in

Suppose you're a newcomer in a company, how do you introduce yourself and get to know people as quickly as possible?



Section B / Readings

Pre-reading Questions

1. What do you usually say when meeting people for the first time?
2. How many ways do we have to introduce ourselves? What are they?
3. What body language should be avoided in a formal situation?



自我介绍是生活中不可避免的一件事，不同的场合需要不同的介绍方式和礼仪。自我介绍时使用的语言、技巧和肢体动作是否得体，直接关系到留给别人的第一印象的好坏及以后交往的顺利与否。

Text A

Five Ways to Introduce Yourself

Debra Pachucki

Humans are **social** beings who always **contact** with others personally, **professionally** and **casually**, which makes introducing yourself to others an **inevitable** part of life outside the home.¹

Since introducing oneself isn't what you do every day, it's easy to forget the "dos" and "don'ts" of proper introductions, especially since different situations **call for** different **etiquette**.

The proper etiquette for informal introductions is simple: be friendly, **courteous** and polite. When meeting² a new person, it is fine to introduce yourself by your first name only, followed by a friendly phrase or question such as "nice to meet you" or "this is some party, isn't it?" A handshake is a welcoming gesture, but not required in informal settings. If you think you may share something in common with the other person—for example, if you notice he is wearing a T-shirt with your favorite band on it or if you think you might have taken a class with him last semester—use that as a way to **break the ice**. You might say, for example, "Hi, I'm Hayden. I **couldn't help but** notice your shirt—have you ever seen those guys play live?"

Formal settings such as **academic conferences**, weddings and **awards ceremonies** call for formal introductions. When introducing² yourself at a formal event, remember that manners and **courtesy** are key. Formally introduce yourself using proper names and formal greetings, such as "Pleased to meet you, Mr. Roberts. My name is John Mills."

When introducing² yourself to another **professional** or customer, your introduction should be brief, friendly, **informative** and **confident**. Above all else, your introduction should **convey** a **sincere** pleasure in meeting the other person. To achieve this, begin your introduction with the other person's name. It will help you remember it later and will also let the other person know you are interested in who he or she is. Repeat your name twice, and follow up with a little something about who you are as a professional. For example, say "Hi, Craig. I'm Heather Smith. I am the Curriculum Instructor at the elementary school." Follow up with a line or two to encourage him to tell you more about himself. For example, you could say, "It is my understanding that you teach education courses at the college." Remember to keep your introduction and following conversation **relevant** to your professional skills and **ambitions**.

Written introductions are among the easiest to do because the introduction itself does not occur in real time or face-to-face. Begin an introduction letter with a simple greeting, such as "Dear Mr. Williams," and follow it with who you are and why you are contacting the person. For example, an introduction letter from a teacher may begin, "Dear Mr. Williams, My name is Karen Henize and I will be teaching your son fifth grade English this year. I would like to tell you a little about our class' reading goals this year."

Except written introductions, the words you use to introduce yourself are only one part of making a first **impression**; your body language also tells who you are. In a formal situation, for example, it will do little good to use polite and courteous introductions if your **appearance** is **disheveled**, your manner is poor and your eyes always **dart** around the room and away from the person to whom you are speaking. When introducing² yourself, always remember to smile, make **eye contact**, and **extend** your hand for a handshake, all of which are welcoming, inviting, polite and friendly gestures. Avoid **slouching**, shouting, taking large bites of food or drinking very quickly, crossing your arms, hugging or touching the other person or any other gestures or contact considered rude or **aggressive**.³

(612 words)

New Words and Expressions

social /'səʊʃəl/	<i>adj.</i> relating to human society and its organization, or the quality of people's lives 社会的
contact /'kɒntækt/ (with)	<i>v.</i> to write to or telephone someone (打电话或写信与某人) 联系 <i>n.</i> communication with a person, organization, country etc. 通讯, 联系, 交往
professionally /prə'feʃənəli/	<i>adv.</i> 1) as part of your work 职业地 2) in a way that shows high standards and good training 专业地
casually /'kæʒuəli/	<i>adv.</i> not formal or not for a formal situation 非正式地
inevitable /'iːnevɪtəbəl/	<i>adj.</i> certain to happen and impossible to avoid 不可避免的, 难免的
etiquette /'etɪket/	<i>n.</i> the formal rules for polite behaviour in society or in a particular group 礼仪, 礼节
courteous /'kɜːtiəs/	<i>adj.</i> polite and showing respect for other people 彬彬有礼的, 客气的, 有礼貌的
academic /æˌkæd'mɪk/	<i>adj.</i> concerned with studying from books, as opposed to practical work 学术的
conference /'kɒnfərəns/	<i>n.</i> a large formal meeting where a lot of people discuss important matters such as business, politics, or science, especially for several days 讨论(会), 协商(会), 会议
award /ə'wɔːd/	<i>n.</i> something such as a prize or money given to someone to reward them for something they have done 奖品, 奖状, 奖金
ceremony /'serɪməni/	<i>n.</i> an important social or religious event, when a traditional set of actions is performed in a formal way 典礼, 仪式
courtesy /'kɜːtɪsi/	<i>n.</i> polite behaviour and respect for other people 礼貌, 客气
professional	<i>n.</i> a person who has great experience a high professional standards 具有某职业资格的人; 专家; 业内人士 <i>adj.</i> showing that someone has been well trained and is good at their work 职业的; 专业的; 内行的
informative /ɪn'fɔːmətɪv/	<i>adj.</i> providing many useful facts or ideas 提供大量资料或信息的
confident /'kɒnfɪdənt/	<i>adj.</i> sure that you have the ability to do things well or deal with situations successfully 自信的, 有信心的
convey /kən'veɪ/	<i>v.</i> to communicate or express something, with or without using words 表达或传达(思想、感情等)
sincere /sɪn'sɪə/	<i>adj.</i> a feeling, belief, or statement that is sincere is honest and true, and based on what you really feel and believe(指感情或行为) 真实的, 诚挚的

relevant /ˈrelɪvənt/	<i>adj.</i> directly relating to the subject or problem being discussed or considered 相关的, 有关的
ambition /æmˈbɪʃən/	<i>n.</i> a strong desire to achieve something 雄心, 野心, 志气; 抱负, 志向
impression /ɪmˈpreʃən/	<i>n.</i> the opinion or feeling you have about someone or something because of the way they seem 印象 make an impression on somebody
appearance /əˈpiərəns/	<i>n.</i> 1) the way someone or something looks to other people 外貌, 外表, 外观 2) somebody takes part in a public event 出现, 来到
disheveled /dɪʃevəld/	<i>adj.</i> if someone's appearance or their clothes, hair etc. is disheveled, they look very untidy 凌乱的, 衣冠不整的
dart /dɑ:t/	<i>v.</i> to move suddenly and quickly in a particular direction 飞奔, 猛冲
extend /ɪk'stend/	<i>v.</i> to stretch out a hand or leg 伸展; 伸出 (手臂等)
slouch /slautʃ/	<i>v.</i> to stand, sit, or walk with your shoulders bent forward that makes you look tired or lazy 无精打采地立、坐或行走
aggressive /ə'ɡresɪv/	<i>adj.</i> 1) very determined to succeed or get what you want 有进取心的 2) behaving in an angry, threatening way, as if you want to fight or attack someone 好斗的, 挑衅的
call for	要求, 需要
break the ice	打破冷场, 打破僵局
couldn't help but (do)	禁不住做某事
eye contact	眼神交流

Proper Names

Hayden /ˈheidən/	海登 (姓氏)
Roberts /ˈrɒbəts/	罗伯茨
John Mills /dʒɒn 'mɪlz/	约翰·米尔斯
Craig /kreg/	克雷格 (姓氏)
Heather Smith /ˈheðə 'smɪθ/	希瑟·史密斯
Curriculum Instructor /kəˈrɪkjʊləm ɪn'strʌktə/	课程导师
Williams /ˈwɪljəmz/	威廉姆斯 (姓氏)
Karen Henize /ˈkærən həˈnaɪz/	卡伦·赫尼兹

Notes

1. *Humans are social beings who always contact with others personally, professionally and casually, which makes introducing yourself to others an inevitable part of life outside the home.* 人是总会跟其他人产生个人、工作和生活上的接触的社会存在，这使得向别人做自我介绍成为家庭之外的生活中不可避免的一部分。

这是一个复合句，包含两个定语从句：一个是 who 引导的限定性定语从句，先行词是 social beings；另一个是 which 引导的非限定性定语从句，先行词是前面的整个句子。后边的定语从句中使用了 make something something 这个词组，introducing yourself to others 是第一个 something, an inevitable part of life outside the home 是第二个 something。

2. When meeting 在文中出现一次，when introducing 在文中出现三次。第一个和第三个符合传统语法中主语省略用法，即当时间状语从句的主语与主句的主语相同，都是 you，可以省略从句的主语，将动词改为 doing 的形式。When meeting a new person, it is fine to introduce yourself by your first name only... 和 When introducing yourself to another professional or customer, your introduction should be brief, friendly, informative and confident. 这两句中 when 引导的时间状语从句的主语与主句的主语并不相同，但可以从上下文中判断出其逻辑主语都是 you，也可以接受。

3. *Avoid slouching, shouting, taking large bites of food or drinking very quickly, crossing your arms, hugging or touching the other person or any other gestures or contact considered rude or aggressive.* 不要没精打采，大声喧哗，狼吞虎咽，双手抱胸，拥抱或触摸别人，或做其他被认为是不礼貌或咄咄逼人的动作或接触。

这是个很长的祈使句，主要结构是 avoid doing something, considered rude or aggressive 是过去分词短语做 any other gestures or contact 的定语。

Exercises

Reading Comprehension

I. Answer the following questions according to the text.

- 1) Why is introducing oneself an inevitable part of life outside the home?
- 2) What are the five ways to introduce oneself?
- 3) What is the proper etiquette when you introduce yourself to another professional or customer?
- 4) How should an introduction letter begin?

- 5) What is also a part of making a first impression besides the words you use in the introduction?
- 6) What gestures are welcoming, inviting, polite and friendly?

II. Choose the best answer to each of the following questions according to the text.

- 1) Which of the following behaviors is proper when you introduce yourself?
 - A. Keep your eyes on the person you are talking to.
 - B. Speak loudly to make yourself heard.
 - C. Keep talking about yourself.
 - D. Hug the person you meet for the first time.
- 2) What do we learn from the second paragraph?
 - A. You'd better introduce yourself by your full name in informal introductions.
 - B. It's fine but not required to shake hands with a new person in informal settings.
 - C. You have to pretend to have something in common with the other person.
 - D. Manners and courtesy are not important in informal introductions.
- 3) You can show your interest in the other person by _____.
 - A. talking about yourself all the time
 - B. asking about some personal questions
 - C. repeating his name twice
 - D. remembering his name
- 4) The word "disheveled" (Para. 6) most probably means _____.
 - A. untidy
 - B. tired
 - C. dirty
 - D. casual
- 5) What can we infer from the first sentence of the last paragraph?
 - A. The words in written introductions are only part of making a first impression.
 - B. Body language is a key factor in every kind of introduction.
 - C. Words and body language both show what kind of person you are.
 - D. Only in written introductions are the words important.



Vocabulary

III. Match the English words in Column A with the English explanations in Column B.

Column A	Column B
_____ 1.inevitable	A. an important social or religious event
_____ 2.etiquette	B. having a connection with the subject at issue
_____ 3.relevant	C. polite behaviors
_____ 4.ambition	D. unavoidable
_____ 5.ceremony	E. short
_____ 6.brief	F. dream or goal

IV. Fill in the following blanks with the words or phrases given below. Change the forms where necessary.

in contact with	occur	make an impression on	convey
follow up with	call for	do good to	extend

- 1) Exercise _____ your health.
- 2) Cindy _____ a phone call after sending her resume by email.
- 3) The present situation _____ rapid action by the government.
- 4) He brings bad luck to anybody he comes _____.
- 5) The same idea had _____ to Elizabeth.
- 6) The boss has agreed _____ the deadline by 2 hours.
- 7) Sam was sent _____ a message to the General.
- 8) She _____ her boss with a new dress.

V. Translate the following sentences from Chinese into English.

- 1) 我试图打破僵局，问她要不要喝点什么，但她说不要。(break the ice)
- 2) 她把弄清是谁的责任当作自己的事。(make something something)
- 3) 开车时他总是戴着眼镜。(when doing...)
- 4) 贝蒂跟她的新约会对象似乎没什么共同语言。(share something/nothing in common with)
- 5) 我忍不住好奇那个小女孩到底发生了什么事。(couldn't help but)