

16 | Presenting yourself

Starting point

- 1 How often do you introduce or present yourself and your company? Make a list of situations when you do this, e.g. at a conference, on the phone ...
- 2 Work in a group. Compare your lists and then discuss these questions.
 - 1 How important is giving a good first impression in each of these situations?
 - 2 Is it always important to prepare what you are going to say?

Video comprehension

- 3 VIDEO Watch the video and answer the questions.
 - 1 What is the aim of the meeting?
 - 2 Who gives the first personal presentation?
 - 3 What kind of information does each person give?
- 4 VIDEO Watch the personal presentation again. Make more detailed notes on the areas each person talks about.

	Maria	Anton	Sally
Current job and role			
Previous jobs and roles			
Professional development and future ambitions			
What the person hopes to achieve from the meeting and new training programme.			

»» For more exercises on this video, go to the DVD-ROM.

Speaking

- 5 Work in groups. Compare your answers in exercise 4 and then discuss:
 - 1 What kind of first impression does each person (Maria, Anton and Sally) give with their personal presentation?
 - 2 Could any of them improve their own personal presentation? What kind of other information could they include?