Introducing Yourself has a Threefold purpose:
1. Tell people who you are
2. Give them a pleasant experience of you
3. Give them a way to engage
   - Speak clearly and look people in the eyes and smile in order to seem confident and approachable.
   - A good self introduction includes your name and something about yourself that establishes what you have in common with other people at the event. This invites others to ask a question or make a comment that moves the conversation forward.

Think about how you might introduce yourself before going to the event
Put your name tag high on your right shoulder; that way, while you shake hands, people can follow the line of your arm straight up to your name – without having to scan your chest.

Being Introduced to Others
- If seated while being introduced to someone, stand and shake his/her hand.
- State their name as soon as possible (i.e. “Hello Gina. It’s very nice to meet you.”)

Introducing Others
- When introducing others, introduce the person lowest on the totem pole to the one highest. Logistically this means look at the most “important person” and say, "President DeFleur, I’d like to introduce to you Arel Moody, host of this event."
- Clients are considered more important than anyone working within the organization, and hiring managers are more important than job seekers. You can omit titles when introducing people of the same rank and position.

BASIC COURTESY
- Try not to interrupt people in the middle of a story. If you must interrupt, always excuse yourself and try to get back to what the other person was saying as soon as possible. This shows people that you value their ideas and company.
- Don’t talk too loudly or for too long; these actions might make you seem self-centered.
- Listen. Show others that you’re interested in what they’re saying. To be a good talker you must be a good listener – this sets the stage for good follow up questions.
- Eye contact and being in the moment are critical in building rapport. Don’t be a “room surfer” and give the impression that you’re looking for someone more important to talk to.

BODY LANGUAGE
- Is a natural part of conversation and communication
- At social functions, try keeping your hands as free as possible: Don’t carry a huge notebook or bag, and if you must eat something, hold it in your left hand to save your right hand for hand shakes.
- Show that you are focused on the conversation by making eye contact, nodding, smiling, and using other nonverbal affirmative gestures.
- If you are alone and not talking with anyone, try standing by the window or a plant (people are attracted to natural life and light). Also, try not to zone out if no one is talking to you. Make eye contact with people and smile at them. These actions will make you more approachable.

ICE BREAKERS
- A smile and eye contact make you approachable in any room.
- Think about what you have in common with the other guests and start there, i.e. The organization, The view, The event or venue, The food
MAKING SMALL TALK

What the Best Conversationalists Have in Common

- **Enthusiasm**
- **Don’t talk about themselves** all the time
- **Curiosity.** They ask “why?” They want to know more about what you are telling them.
- **Empathy.** They try to put themselves in your place and relate to what you’re saying.
- **Sense of humor.**
- **Have their own style**
- **Don’t wait; initiate**
- **Good listener** – hear what people say, concentrate on them and their words and respond.
  - Eye contact
  - Nodding
  - Smiling and/or laughing
  - Asking relevant questions
  - Body language that is open and receptive
- **Broad horizons; well-read, well-versed and well-rounded**

BASIC CONVERSATION TIPS

Keys to effective small talk: **O A R:** Observe, Ask, Reveal

Make observations

- Comment on the news headlines (avoid politics), discuss traffic, or event the weather.
- When you share your opinions and observations, other people are more inclined to do the same.
- When all else fails, try giving a compliment.

Ask questions

- Many people believe the best way to keep a conversation going is to ask questions
- Avoid “yes/no” questions
- Key is learning how to use questions to start conversation, not control it. Don’t ask too many questions, and avoid those that sound too probing, personal, or aggressive.
- Asking questions is always a great way to keep a conversation going. People love to talk about themselves or a topic about which they know a lot.
- The surest way of keeping a conversation going is to ask “why?”
  - Ideas:
    - Have you been to this kind of event before?
    - How do you know the host?
    - What did you think about last night’s baseball game?
    - How long have you been in your profession?

Reveal something about yourself

- Appropriate topics:
  - Why you’re at the event
  - Your opinion on a recent movie
  - Where you went to college
  - What pets you have
  - Your favorite football team
  - Your experiences at a new restaurant.

HOW TO EXIT A CONVERSATION

- Do it gracefully after you’ve finished saying something. Shake hands, say “I enjoyed speaking with you” and move to another part of the room to another group.
- Other approaches:
  - “Excuse me. I would like to refresh my drink.”
  - “The food is delicious. I’m going to help myself to more.”
  - “Would you excuse me? I’m going to say hello to…”

*Updated 2/15*