

## Welcome to Business Introductions

In business, body language can be just as important as what you say. We're going to teach you the most common vocabulary words and expressions for business introductions. You're also going to learn how to use the correct body language.



## Vocabulary for Introducing Yourself

Don't say, "This is John Thomas."  
It's unnatural for a self-introduction.

"My name is John Thomas" is grammatically correct, but less natural than "I'm John Thomas."

## Vocabulary for Shaking Hands



"It's nice to meet you."

"It's nice to meet you, too."

**More Formal**

"It's a pleasure to meet you."

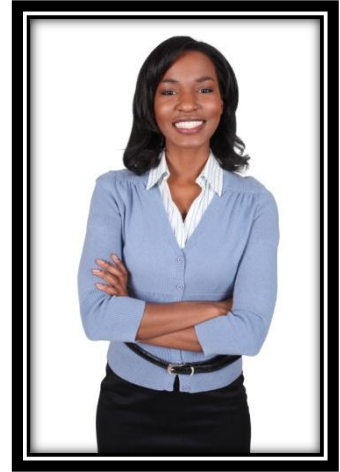
"It's a pleasure to meet you, too."

## Body Language

### How important is body language?

The handshake is the first time you touch the other person in your new relationship. The feel of your handshake communicates important information to the other person.

In an English-speaking company, shake hands the same way with a man or a woman. In an English-speaking company, there's no difference. Your handshake is like your signature. It shouldn't change with different people.



### Eye Contact



In an English-speaking company, look directly into the other person's eyes as you shake hands.

**For a "best practices" handshake, your hands should be:**

**Clean** -- If you know you're going to meet someone, wash your hands before.

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**Warm**-- Casually warm your hands in your pockets before the handshake.

**Firm** -- A "best practices" handshake should be firm and strong. A weak handshake says, "I'm afraid and I'm weak." A strong handshake says, "I'm confident. I'm strong. I'm happy to meet you."

## Business Introductions: Listening



Business is international. You'll meet people from many different cultures. The best compliment in a new relationship is to remember the person's name when you're introduced. You're going to practice remembering names during introductions.

## Business Conversations

For a "best practices" business greeting, there are three steps. We're going to teach you these three important steps. Then you'll be able to practice your "best practices" business greeting with a native English speaker.

## Best Practices Handshake

Extend your hand toward the other person. Look into their eyes. Eye contact.