

Speaking Skills

Key Concepts

- Self Introduction
- Introducing your friend
- Speaking about one's place

Self – Introduction

Everyone in their life time, introduce themselves to other people in different contexts. It could be one – to-one or to an audience or even in a job interview. This introduction should not be very lengthy, may last for three to five minutes depending on the context. This introduction creates an impression about the person to others. So it becomes essential that one's self introduction should create a positive impact on the listener. Some useful tips for self introduction are:

- (1) Wishing: You need to start your introduction with wishing your audience.
- (2) Purpose: You need to tell the purpose of your speech
- (3) Name: You have to start with your name
- (4) Personal details: A brief personal information about your family
- (5) Location: Where are you from?
- (6) Education : Information about what you are doing
- (7) Hobbies: That will tell more about you
- (8) Achievements: that you would like to share
- (9) Life aim: What would you like to do in your life (depends on which context you are introducing)
- (10) Any other information you would like to share like your strength
- (11) Conclude by thanking the audience.

Time for this introductory speech should not exceed 3 minutes, as that would be too lengthy for an introduction.

In a different context like you need to ask for information or clarification, your introduction would be very brief. It might include just your name, where are you from and what information do you need.

Here are expressions to introduce yourself:

- My name is ...
- I'm
- Nice to meet you; I'm ...
- Pleased to meet you; I'm ...
- Let me introduce myself; I'm ...
- I'd like to introduce myself; I'm ...

A sample introduction:

Goodmorning friends!!! I am Vineetha from Hyderabad. Let me just give a brief intro about myself. I am native of Hyderabad. I have two siblings who are younger to me. I did my schooling in Hyderabad. I came to Chennai to do my engineering degree. I am very interested in starting my own engineering firm. That has been my dream right from my school days. Even my hobby is more related to electrical

engineering as I like to build circuits. I hope to learn more about Electronics and Electrical in my course here. Hope I have a good time here as living in Chennai is going to be an interesting experience. Thank you.

Activities

1. How would you introduce yourself to your classmates on the first day of your college? Remember to include the points mentioned above. The given example can act as a model.
2. You are taking part in a lecture. You would like to ask questions to the speaker. You are asked to introduce yourself first before asking your question. What will you say in this introduction?
3. You are attending a marriage reception of your family friend. You meet a business man whom you have always admired. How will you introduce yourself to him before starting a conversation?

Links

1. <http://www.4hb.com/02drselfintro10points.html>
2. <http://www.mtstcil.org/skills/image-intro.html>
3. <http://www.apsense.com/article/introduction-why-introduce-myself.html>

Introducing others

Introducing people is both an art and a means of ensuring good manners. A good introduction is a good conversational start and can help or ease discomfort or unease at meeting for the first time. Some tips for good introduction are:

- (1) Understand the purpose of introducing people – In a social context, introducing people is a basic means to give two people an opportunity to get to know one another. Your role in introducing is to clarify the basics of each person is, and any relationship they have to you.
- (2) In a public forum, it means introducing the person to a group of people so that they get to know who the person is. In an informal set up, introduction can be brief, but in a formal set up it needs to be more detailed.
- (3) In formal introduction, you need to research the person you are introducing, decide on which topics about the speaker will attract your audience the most.
- (4) If you are going to introduce more than one person, go by greater rank or authority. For example, senior colleague over junior colleague, older gentleman over younger friend.
- (5) The introduction can include the details mentioned in the self introduction – family, profession, achievements and character etc.

Here are expressions to introduce others:

- John, please meet Rizwan.
- John, have you met Rizwan?
- I'd like you to meet Lucy.
- I'd like to introduce you to Beena.
- Lizzy, this is Bobby. Bobby this is Lizzy.

An informal introduction

Dear friends, I would like to introduce my friend Vinay to you all. Vinay is from Trichy. He has done his schooling in Trichy Holy Cross School. He has topped his school in Board Exams. He always wanted to work with Apart from his love for automobiles, he loves writing poetry and he has published a few in magazines. He has also won district level awards in poetry writing competitions. He loves gaming and is an active participant in many international gaming arena. He is a people person who loves making new friends.

A formal introduction:

"Ladies and gentlemen, we're in for a real treat tonight. Our guest speaker is a man who has been the driving force behind this project for many years. He is the person who knows the whole history of how we got to where we are today: the stories, the challenges and the little known secrets. Not only that but he's a very entertaining speaker. Please join me in giving a very warm welcome to Nicholas Glenwood".

Activities

1. You are having lunch with your brother in a restaurant. You meet your college friend there. Introduce your brother to your friend and vice versa.
2. You have invited your school teacher for a department function. Introduce your teacher to the audience.
3. Choose any one image from the given pictures, and introduce the person to the class. You can create a fictional background to the person.



Speaking about one's place

Essential vocabulary while describing a place

Type of place: capital city, coastal town, cosmopolitan city, historic city, suburb, village, tourist area etc.

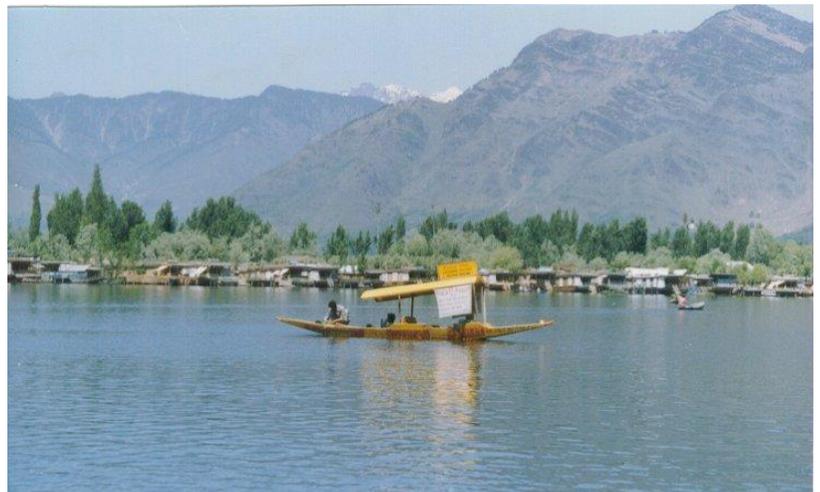
Location & geographical location: on the coast, by the sea, in a valley, on a plain, near a forest, by the sea etc.

Building / place of interest: square, museum, theatre, stadium, market, temple, sea, port, old city etc.

Other adjectives: alive, amazing, beautiful, bright, colourful, creepy, deserted, different, incredible, interesting, mysterious, pleasant, stormy, warm, unique, wild, windy, silent, shiny, noisy etc.

Activity:

1. Choose any one picture and describe the place using as many adjectives as possible



2. Describe your native place in detail to your friends.

Links

1. <http://www.slideshare.net/juanpilar745/how-to-write-the-description-of-a-place>
2. <http://academicwriting.wikidot.com/description-of-a-place>
3. <http://writersinthestorm.wordpress.com/2012/02/17/place-descriptions-its-about-atmosphere-not-a-travel-log/>