



# Greetings in English

Hello How do you do?

Hey! How's it going?

Howdy! What's new?

Morning! What's up?

Yo! How are things?

Hiya! It's nice to see you





- Test yourself
- Introduce yourself
- Prepare your CV in English
- Write a cover letter in English
- Practice Grammar if necessary



# Let Me Introduce Myself

- \* Hello, I'm Nicolas.
- \* I'm from Spain.
- \* I'm 30 years old
- \* There are 4 of us in my family.
- \* I live with my wife and children.
- \* My birthday is on January 1st.



Hi! I'm  
Nicolas

I'm 30  
years old



- \* I work as an accountant.
- \* My hobbies are reading books, playing badminton and listening to music.
- \* I also like walking when I'm free.
- \* I am interested in football.
- \* I don't like traveling.
- \* My favorite drink is coffee.



- \* I like watching documentary films.
- \* My favorite band is Backstreet Boys.
- \* I sometimes go to Malaga, I like it because this is a beautiful place.
- \* I'm married.
- \* I have 2 children.
- \* I've got a puppy.



- \* I'm calm, hardworking and responsible.
- \* I have many international friends.
- \* I study English because It's very important and necessary.
- \* I've been learning English since I was 7.
- \* I can express myself and communicate in English.

# How to Introduce Yourself

- Hello, I'm ... (name)
- I'm from ... (country)
- I'm ... years old.
- There are ... of us in my family.
- I live with my ...
- My birthday is on ...
- I work for (company) ... as a/ an ... (jobs)
- My hobby is ...
- I also like ... when I'm free.
- I am interested in ...
- I (don't) like ...
- My favorite day of the week is ... because ...
- My favorite month is ... because ...
- I'm married/ single/ engaged/ divorced.
- I (don't) have ... children.
- I've got a ... (pets)
- I'm ... (character and personality)
- My best quality is ...
- My best friend's name is ...
- I (don't) have ... international friends.
- I study English because ...
- I've been learning English for/ since ...
- I can express myself and communicate in English



## Character & Personality

- Brave
- Calm
- Gentle
- Courteous
- Unreliable
- Lazy
- Stingy
- Insensitive
- Creative
- Hardworking
- Rude
- ...

## Months

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

## Majors

- Accounting
- Arts
- Economics
- History
- Humanities
- Marketing
- Journalism
- Sociology
- Philosophy
- ...



## Pets

- Dog
- Puppy
- Mouse
- Rabbit
- Cat
- Goldfish
- Kitten
- ...

# **SELF-PRESENTATION IS BASED ON ...**

**your ability to succeed,**  
the extent to which you  
**demonstrate your qualifications,**  
your initiative, and  
your likelihood to succeed.

# GOOD SELF-INTRODUCTORY SPEECH

- **Stating your name clearly**
- **Placing yourself** - where you are from, the organization you belong to, the position you currently hold
- **Background** - what can you share that is related to the group's core purpose for meeting? Is it an event, experience, a particular skill or educational qualification?

# GOOD SELF-INTRODUCTORY SPEECH

- **Interest, passion or goal** - what particularly interests you? What drives you? What is the personal goal you want to achieve within this group?
- **Sharing personal details** - hobbies or pet peeves
- **Unity** - what do you share in common with someone else in the group?



# A SIMPLE SELF-INTRODUCTION SPEECH EXAMPLE

*Hi everybody.*

*I'm Masie Smith, Senior Marketing Executive, from Watts and Frederick in Smalltown, Bigstate.*

*It's great to be finally here. I've been dreaming about the opportunity and possibilities of working collectively and directly with each other for a long time now. There've been hours put in balancing the schedules to make it happen.*

*Webinars and email are fine but nothing beats face to face.*

*Working like this has always been a passion. Even in kindergarten I tried to set up a group-think session around ten children problem.*

*Years later my master degree focused on harnessing group energy creatively. I've been inspired by agencies that got it right.*

*Sally, you've already said it and I echo you. I'm excited!*

**"WALK ME THROUGH YOUR RESUME" (WMTYR)**

*Summarize your professional life  
since graduating from university*

# "TELL ME ABOUT YOURSELF" (TMAY)

## **Professionally, I...**

- One macro sentence (# of years / functions / skills)
- One recent accomplishment or highlight such as being awarded company sponsorship or completing an important project

## **Personally, I...(list 2 to 3 interests)**

- 1st hobby / interest (perhaps showing how you use your "mind" such as studying history, a science, or third language)
- 2nd hobby / interest (perhaps showing how you use your "body" such as sports)
- 3rd hobby / interest (perhaps showing how you use your "spirit" such as the arts, cultural activities)

# NOTE:

- how articulate you are,
- how confident you are
- what type of impression you would make on the people with whom you came into contact on the job
- what you think is important.



- Focus on what most interests the interviewer
- Highlight your most important accomplishments
- Be Brief

- **“I can summarize who I am in three words.”** Grabs their attention immediately. Demonstrates your ability to be concise, creative and compelling.
- **“The quotation I live my life by is...”** Proves that personal development is an essential part of your growth plan. Also shows your ability to motivate yourself.
- **“My personal philosophy is...”** Companies hire athletes – not shortstops. This line indicates your position as a thinker, not just an employee.
- **“People who know me best say that I’m...”** This response offers insight into your own level of self-awareness.
- **“Well, I googled myself this morning, and here’s what I found...”** Tech-savvy, fun, cool people would say this. Unexpected and memorable.

- **“My passion is...”** People don’t care what you do – people care who you are. And what you’re passionate about is who you are. Plus, passion unearths enthusiasm.
- **“When I was seven years old, I always wanted to be...”** An answer like this shows that you’ve been preparing for this job your whole life, not just the night before.
- **“If Hollywood made a movie about my life, it would be called...”** Engaging, interesting and entertaining.
- **“Can I show you, instead of tell you?”** Then, pull something out of your pocket that represents who you are. Who could resist this answer? Who could forget this answer?
- **“The compliment people give me most frequently is...”** Almost like a testimonial, this response also indicates self-awareness and openness to feedback.

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- I'm married/ single/ engaged/ divorced.
- I (don't) have ... children.
- I've got a ... (pets)
- I'm ... (character and personality)
- My best quality is ...
- My best friend's name is ...
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# Tasks

## 1. Test:

- a) to be completed (45 minutes) and
- b) uploaded here in the folder under your name  
(2.10pm )

**2. A short video** with your self-introduction (1-2 minutes long)

**3. A CV and a cover letter** in English sent to the e-mail

**4. Final test**

