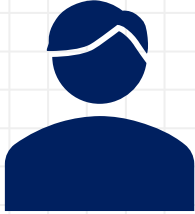




Tell Me About Yourself

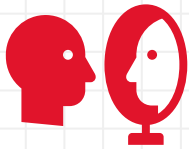
Who is it about?



YOU



Communication is about you and how you present your thoughts and ideas to someone else. Verbal communication can last from just 20 seconds to hours. You can introduce yourself and talk about your hobbies, favorite classes and/or the weather.



A simple
Introduction



Hobbies, things to
do for fun



Favorite or least
favorite classes



The weather

Why self-introduction and small talk are important?

Self-Introduction and small talk -

- Shows our ability to meet new people confidently
- Helps break the ice when meeting new people
- Allows us to make good first impression
- Makes others feel more comfortable
- Allows us to create a positive reputation
- Makes us look smart and confident

When to use a self-introduction?



Beginning an interview



Attending a hiring event



Networking with new connections



Giving a presentation



Meeting people at a conference

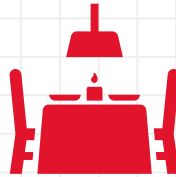
When to use small talk?



At social events



Sitting next to a classmate



At a recruitment dinner



At a networking event



Meeting someone whom you don't know that well

What to include in a professional self-introduction?

Summarize your professional standing

The first sentence should include name, major, classification, may be hometown, and any relevant info.

Elaborate on your experiences and achievements

Highlight the details of most relevant professional skills and accomplishments.

Conclude with a lead-in to the next part of the conversation

Lead into what you'd like to happen next, e.g., show your interest for the position or company.

What to include in a small talk?

FORD



Ask about family,
occupation,
recreation, and
dreams

Ask about a shared
interest or
circumstance



When in doubt, discuss
the surroundings



Avoid talking about
talking about politics,
religion, physical
appearance and age

How to deliver?

- Make eye contact when you speak.
- Pretend you are speaking to a friend.
- Use alternatives to classical questions, e.g., "Where are from?" → "Where do you call home?"
- Repeat what you heard earlier, e.g., "You mentioned you used to work in retail. Where was that?"
- Actively listen to the conversation
- Use your body to communicate positively, e.g., lean in slightly, have a smile, etc.
- Always have confidence in yourself.

