**Important Information and List of Useful Phrases from**

**the Course *Communication During Official Visits to Parliaments of European Countries***

### *How to Introduce Yourself Professionally—Dos and Don’ts*

**1. Make your professional introduction relevant.**

You may be a rock music lover, but unless you work in the field connected with music, it will feel random. Be mindful of the context.

**2. Go beyond your professional title.**

The truth is, job titlesdon’t mean much. Sorry. The best way to introduce yourself is to explain what your job is really about.

**3. Say what your contribution is.**

This ties in nicely with the previous point. But it’s just so important it deserves a separate point. Your professional introduction should tell the audience about your contribution to their (professional) lives. What problems do you help them solve?

**4. Be original.**

It doesn’t mean that if you’re a writer you need to prepare a self-intro essay. No. Just take an extra step and say something more about the nature of your job. Plus, the way you deliver your professional introduction matters. You know, a friendly smile works magic.

**5. Prepare.**

No ideas on how to make a great introduction? Take a step back and ask yourself what you want to be known for.

**6.Mind the cultural context.**

If you’re introducing yourself to an international audience, make sure not to offend anybody.

**7. Be careful when coming up with funny ways to introduce yourself.**

Humor is great, but avoid cracking jokes for the sake of cracking jokes. What you consider funny may not resonate with your speaker.

e.g. My name is Sheree Townsend, and I’m the marketing director at Wise Technology. We’re developing some innovative marketing campaigns designed to engage new customers right in the streets of Bloomington. I’ve been recruiting local businesses that want to get involved in these activities. I love chatting with residents around the area and learning more about what they’re looking for from their smart devices.

## *Presenting yourself*

### 1. Prepare Some Background Information About Yourself to Break the Ice

If you’re supposed to take part in a formal, professional situation, prepare a little bit of background basic information so you can introduce yourself professionally.

Instead of saying:

*Hi! My name’s Roman.*

*Howdy, how you doing?*

*Hi, I’m Roman, from New York.*

Try these:

*Good morning, my name is Roman Kovalev. Very nice to meet you.*

*I’m Roman Kovalev from Kyiv. Nice to meet you, Mr. Gordon.*

*Good morning, sir. My name is Kovalev, Roman Kovalev. I come from Kyiv.*

*Good afternoon, Mr. Gordon. I’m Roman Kovalev from Kyiv. I have heard a lot about you.*

*It’s a pleasure to finally meet you, Mr. Gordon. My name is Roman Kovalev. I just arrived from Kyiv.*

2. Prepare a short presentation about your career background

This will be the first real piece of information about you that these new people will be getting after you have introduced yourself, so be specific and choose the skills and qualities that match the kind of situation you’re in.

**Olga:** *I work for an HR Department in the Verhovna Rada of Ukraine.* or *I’ve been working as an deputy assistant for 5 years.*

**Roman:** *I’ve been working as a legal consultant since 2002.* or *During the last 10 years, I’ve been in charge of managing translation projects related to legislation.*

Remember to also show interest in the other speaker/s after you’ve introduced yourself and your career status. You can add one of the following questions at the end of your “presentation”:

*What about you, Mr. Gordon?*

*Do you have any experience in IT?*

*What do you do for a living, Mr. Gordon?*

*I’ve heard you work in … as a …, don’t you, Mr. Gordon?*

3. Prepare relevant information about yourself beforehand.

If you’re taking part in a professional event, you’ll probably get asked several different questions depending on the kind of event you’re in. Make sure you’re relevant and of value, and always try to answer the questions directly and to the point (unless they’re uncomfortable or very out-of-place).

*I am a head of the Department on Relations with Judicial Bodies.*

*My biggest strength is being able to adapt very easily to almost any kind of situation.*

*I find it interesting that more and more people are deciding to attend this kind of convention.*

*I’m so glad you just asked that. As a matter of fact, yes, I am married and I have four amazing kids.*

4. Think of things that make you unique.

Have you lived in five different countries? Are you a polyglot (a person who knows a number of languages)? Did you graduate with honors?

During a professional event, there will come a time when you’ll have to boast proudly about yourself. Be unique, be brilliant and do it in a professional way!

**Olga:** *I met Anatoliy Matvienko in 2012 when I was a student. He shared some thoughts on development of local government. That was a turning point in my career.*

**Roman:** *I used to live in Bosnia and Herzegovina, where I got to work with the Institute for Research of Crimes Against Humanity and International Law. This allowed me to have an insight on the topic, which has certainly proved to be valuable for my job as an international lawyer.*

5. Practice, practice, practice.

Introducing yourself professionally and being able to hold a formal conversation in such a stressful environment can be daunting, but if you get ready beforehand and prepare some sentences and answers before you enter the situation, you’ll be much more confident and calm.

Before you go to that professional event, it can help to practice possible conversations as much as you need until you feel comfortable and happy with your answers.

*Most essential phrases for small presentations.*

## **Introduction**

* *Good morning/afternoon everyone and welcome to my presentation. First of all, let me thank you all for coming here today.*
* *As you can see on the screen, our topic today is......*
* *My talk is particularly relevant to those of you who....*
* *This talk is designed to act as a springboard for discussion.*
* *This morning/ afternoon I’m going to take a look at the recent developments in.....*

## Presentation structure

* *In my presentation I’ll focus on three major issues.*
* *This presentation is structured as follows....*
* *The subject can be looked at under the following headings.....*

## Handouts

* *Does everybody have a handout / copy of my report?*
* *I’ll be handing out copies of the slides at the end of my talk.*
* *I can email the PowerPoint presentation to anyone who would like it.*
* *Don’t worry about taking notes, I’ve put all the relevant statistics on a handout**for you.*

## Questions

* *If you have any questions, I am happy to answer them.*
* *If you don’t mind, I'd like to leave questions until the end of my talk /there will be time for a Q&A session at the end...*

## Sequencing phrases

* *My first point concerns...*
* *First of all, I’d like to give you an overview of....*
* *Next, I’ll focus on.....and then we’ll consider....*
* *Then I’ll go on to highlight what I see as the main points of....*
* *Finally, I’d like to address the problem of.....*
* *Finally, I’d like to raise briefly the issue of....*

## Highlighting information

* *I’d like to discuss in more depth the implications of....*
* *I’d like to make more detailed recommendations regarding....*
* *I’d like you to think about the significance of this figure here.*
* *Whichever way you look at it, the underlying trend is clear.*

## Conclusion

* I*’d just like to finish with the words of a famous scientist/ politician/ author.......*
* *Now let’s go out and create opportunities for...!*

*Dealing with questions*

1. **When you don’t hear the question well**

When you didn't hear all or most of the question and need to hear it all again:

* *Sorry, I couldn’t hear that. Could you say it louder please?*
* *Sorry, I couldn’t hear that very well. Could you repeat it a bit louder?*

When you didn't hear part of the question well and want only that part to be repeated:

* *Sorry, I didn’t hear the last part of your question. Could you repeat that part again please?*
* *Sorry, I couldn’t hear all of your question. Did you say/ask "xxxxx"?*
* *Pardon? I couldn’t quite hear the last part of the sentence. Are you asking whether/if…?*

**2. When you don’t understand the question fully (or you aren’t asked a clear question)**

* *Sorry, I didn’t understand the question. Could you repeat it please?*
* *Sorry, I didn’t quite catch your question/meaning there.*
* *Sorry, I couldn’t understand the last part (of your question).*
* *Sorry, I’m not sure (that) I understand. Did you say/ask/mean "xxxxx"?*
* *Sorry, I’m not quite sure of your question. Are you asking if/whether…?*

**3. When you need a little thinking time before giving your answer**

* *Good question… Well… (Start your answer)*
* *Good point… Well…*
* *That’s a good/interesting question… OK…*
* *Ah, yes… OK… that’s a good point…*
* *Ah, that’s interesting… Let me think (a second)…*
* *Let me consider the best way to answer that.*
* *That point deserves some thought. Let’s see…*

**4. When you want to emphasise you are giving a tentative answer only**

* *My first thoughts are that…*
* *Off the top of my head (maybe)…*
* *I’m not sure what the research says on this, but maybe…*
* *Don’t quote me on this, because I might change my mind, but I think…*
* *That’s a bit beyond the scope of this talk, but my understanding is that basically…*
* *Let me sketch some thoughts (and maybe we can follow up after)…*
* *I’m summarising here, so some details may differ, but…*

**5.****When you don't know the answer and don’t want to give a tentative one**

* *I don’t have the data here/at hand (right now), and I need to check it before answering.*
* *I’m not sure what the answer to that is, and I don’t want to mislead anyone, so I don’t think I can answer that right now.*
* *I know that AA and BB are researching that, but I don’t know what they’ve found.*
* *That’s beyond the scope of this research, and I’m not sure how to give a reasonable answer. But that’s an interesting point.*
* *That would be interesting to find out, but I don’t know the answer. Thank you for raising the question.*
* *That might be more in the field of X, and I’m not that familiar with it enough to answer.*

**6. When you disagree with the asker**

* *It seems we think differently. Maybe we can talk more later.*
* *Yes, I’m aware of that research direction, but I’m interested in achieving different aims, which is why I’ve taken the approach I talked about here.*
* *I understand your point, but I believe my approach offers a new way forward as I explained…*
* *I think this comes down to a difference in theoretical basis, which we’re not going to be able to resolve during this Q&A. Maybe we can talk more later about this.*
* *I’m not sure that’s correct, but I’ll look it up and we can discuss it later.*
* *I’d love to debate that in the literature with you.*
* *Thanks for the comment/question. It’s something for me to think about.*