

Transcript Season 3 Episode 5: Making Introductions

Hi! I'm county agent, Julie Goings. Speaking on making introductions from *Emily Post's Etiquette*.

Do you feel awkward when meeting someone for the first time? Are you unsure when and how to make an introduction in a social situation? This is the perfect podcast for you. Making a good impression is important in any social situation from formal to casual. This podcast will include the basics of making memorable introductions giving you the confidence and skills to make a good impression.

Podcast Opener:

(Music playing.) Tackle your "Adulthood" To Do list with the Grown Up U: Facts for Success podcast. Keep listening as we celebrate Season 3 with podcasts to help steer you in the right direction by providing useful advice for living an independent and satisfying life as a young adult. *(Music ends.)*

Podcast Script:

Knowing when and how to make introductions can help you make a favorable impression and help others feel comfortable around you. It can boost your self-confidence in a variety of social situations including job interviews and first day at a job or school, joining a group, and more.

Today, I am going to share some simple tips on making introductions.

- First, look at the person you are speaking to, then turn to the other person as you complete the introduction.
- Use courteous language. "I'd like to introduce...," "May I introduce...," "I'd like you to meet..." are all good options. "May I present..." is the formal version.
- Use preferred names and titles.
 - In more formal situations, or when there's an obvious age difference, it's best to use courtesy titles and last names: "Mrs. Samson, I'd like you to meet Mr. Jacobs." This lets Mrs. Samson invite Mr. Jacobs to use her first name, or not.
 - Even in informal situations or with contemporaries, it's helpful to use first and last names: "Judy, this is Tom Jacobs. Tom, this is Judy Samson." You can use a nickname if you know the person prefers it.

- If introducing your spouse and children, you may skip last names unless they have a different last name than yours.
- Introduce other family members by their full names unless they request otherwise. It's also a good idea to mention the family relationship: "Uncle Arthur, may I introduce Mark Weston? Mark, this is my great-uncle, Arthur Pearson."
- When introducing someone to a small group, it's practical to name the group members first, primarily to get their attention: "Sara, Kathy, Dan, I'd like to introduce Curtis Tyler. Curtis, I'd like you to meet Sara Smith, Kathy Henley, and Dan Quinn."
- Start a conversation. Try to find some topic the two people have in common: "Sara, I think you and Curtis like hiking."

Many people think that introducing themselves or introducing others is so complicated that they tend to avoid doing it altogether. Sometimes the first impression is the only one you will get so go ahead and make the introduction.

It all boils down to speaking to the person you wish to honor first. For example, you'd like to introduce your college roommate to your grandmother. Turn to your grandmother and say, "Grandmother, I'd like you to meet my roommate, Susie Foster." Then turn to Susie and say, "Susie, this is my grandmother, Mrs. Duran."

Here is the order of introduction for a variety of scenarios:

FIRST: Your grandparents, parents, or anyone older than you... THEN: Your contemporary (or younger)

FIRST: Your friend... THEN: Another family member

FIRST: An adult... THEN: A child

FIRST: A woman... THEN: A man

FIRST: Someone with a title: Senator, Mayor, Judge, Colonel, nobility, Bishop, Reverend, Professor, Doctor; anyone senior in rank to you (boss, CEO).... THEN: Your contemporary (or younger)

FIRST: Your guest of honor.... THEN: Others attending the event

FIRST: A client... THEN: Anyone in your company, including your CEO

FIRST: Your boss, or a higher-up... THEN: A person of lower rank in the company

What do you do if no one makes the introduction?

First, give the person time to make the introduction. You never want to be rude even if someone else does not make the proper introduction.

You can simply say, "Hello, I would like to introduce myself, I am Susan Smith," and you wait for that person to respond with a similar greeting. If the person just says Glad to meet you or

doesn't respond with their name, then ask "and you are?" After their response, you reply with, "Glad to meet you" or another pleasantry.

In a business situation, you may want to add with your name identifying information such as, "I am Susan Smith, a bank teller at XYZ Bank."

Shaking hands is also a custom in our society and is often used in formal and business situations as a part of introductions. Look around and observe what others are doing and follow their lead.

If you get confused and are concerned you might make the introduction incorrectly, don't worry, a person with good manners would never point out the introduction was not made in the correct order if they even recognized it as a mistake. It is always good manners to make the introduction. It shows an interest in the person present and a desire to make their acquaintance which is always appreciated.

Make the introduction and you will make a good impression. And there's only one... first impression.

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