

PRESENTATION 1: Informal Self-Introduction

- ❖ You will present professional and personal information about yourself.
- ❖ You will watch and analyze a video of your presentation.

Directions: Prepare a short, informal introduction of yourself. You do not need write anything out, but you should know what you want to say. Your self-introduction should last **no longer than 2 minutes** and include **4 parts**:

1. Introductory statement
2. Professional information (education or work)
3. Personal information (family or interests)
4. Concluding statement

Part One: Introductory statement

- Greet the audience.
- Give your name and status at Emory.
- Give the purpose of your talk.
 - *I'd like to introduce myself to you.*
 - *Today, I'd like to tell you a little bit about myself.*

Part Two: Professional information (30-60 seconds)

- **Signal** the topic of Part Two
 - *First, let me tell you a little about my _____ background.*
- Discuss your educational **OR** professional background (**NOT** both). Possible topics:

<ul style="list-style-type: none"> ○ What is your current major? ○ What degree(s) do you have? From where? When did you receive your degree(s)? ○ Why did you choose that university or that major? ○ Are there any special accomplishments? 	<ul style="list-style-type: none"> ○ What is your current position and what do you do? How long have you been in this position? How did you get it? ○ What other positions have you held? Where? When? ○ What are your responsibilities? ○ Other relevant professional information?
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Part Three: Personal information (30-60 seconds)

- **Signal** the topic of Part Three
 - *Now, I'll tell you something about my _____.*
- Discuss ONE aspect of your personal life
 - Family
 - Hobbies / interests

Part Four: Conclusion

- **Signal** that you are concluding.
 - *So that's a short introduction of myself.*
 - *Well, that's my self-introduction.*
- Thank the audience.
- Ask for questions.
 - *I'd be happy to answer any questions you may have.*
 - *Are there any questions? I'd be happy to answer them in a few minutes.*