



Speaking in professional manner

Week 2: English for IT & business

Some remarks



- Most students start with “Introducing me...”
- When describing yourself, don’t use “probably”

Some tips



- Be clear and concise.
- Introduce yourself.
- Highlight your expertise (or your major, etc.).
- Tell about your dream job (or other things you want to say) clearly. Prepare a draft beforehand.
- Provide a call to action.
- Pay attention to your surroundings

Tips 1: Be clear and concise

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- Speak clearly
- Articulate your words
- Ensure that you are easily understood.
- Keep your introduction brief and to the point.

Tips 2: Introduce yourself



- Begin by stating your name and your role or position in the company
- Audience needs to understand who you are and your level of authority or responsibility.

Tips 3: Highlight your expertise



- Mention your relevant skills, knowledge, and experience related to your role.
- Establish credibility and competence.

Tips 4: Show enthusiasm and personality



- Be enthusiastic and friendly.
- Show your personality and try to connect with the audience.
- Make your introduction more engaging and memorable.

Tips 5: Provide a call to action

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- End your introduction with a clear call to action, such as:
 - inviting the audience to learn more about the company
 - follow you on social media, or contact you for more information.

Tips 6: Pay attention to your surroundings

- Ensure that the background and lighting are appropriate.
- Dress appropriately for the occasion.
- Create a professional and polished impression