



# **How to give a great introduction in English**

**PERKULIAHAN BAHASA INGGRIS  
UNIVERSITAS JAKARTA**

**Oleh: Liza Chalisah, S.IP., M.Si(Han)**

# Introduce yourself content should ;

- Greeting
- Clearly state your name
- Contextual Details

Provide information relevant to the situation

- Purpose (Optional)

Briefly state why you are introducing yourself or what you are looking for.

- Engaging Element (Optional)

Add a personal touch, like a hobby, interest, or a relevant accomplishment, to make it memorable.

- Closing

# Informal Greetings

- Hi!
- Hey, Heya or Hey there!
- Good day
- Howdy! (American English)

## Greet someone you already know :

- It's good to see you
- How are things?
- What's new?
- What's up? (American English)
- How's it going?
- What's happening?
- What's the story?

# Formal Greetings

A background image showing a man and a woman in professional attire shaking hands. The man is on the left, seen from the side, and the woman is on the right, smiling. They are in a bright, modern office environment.

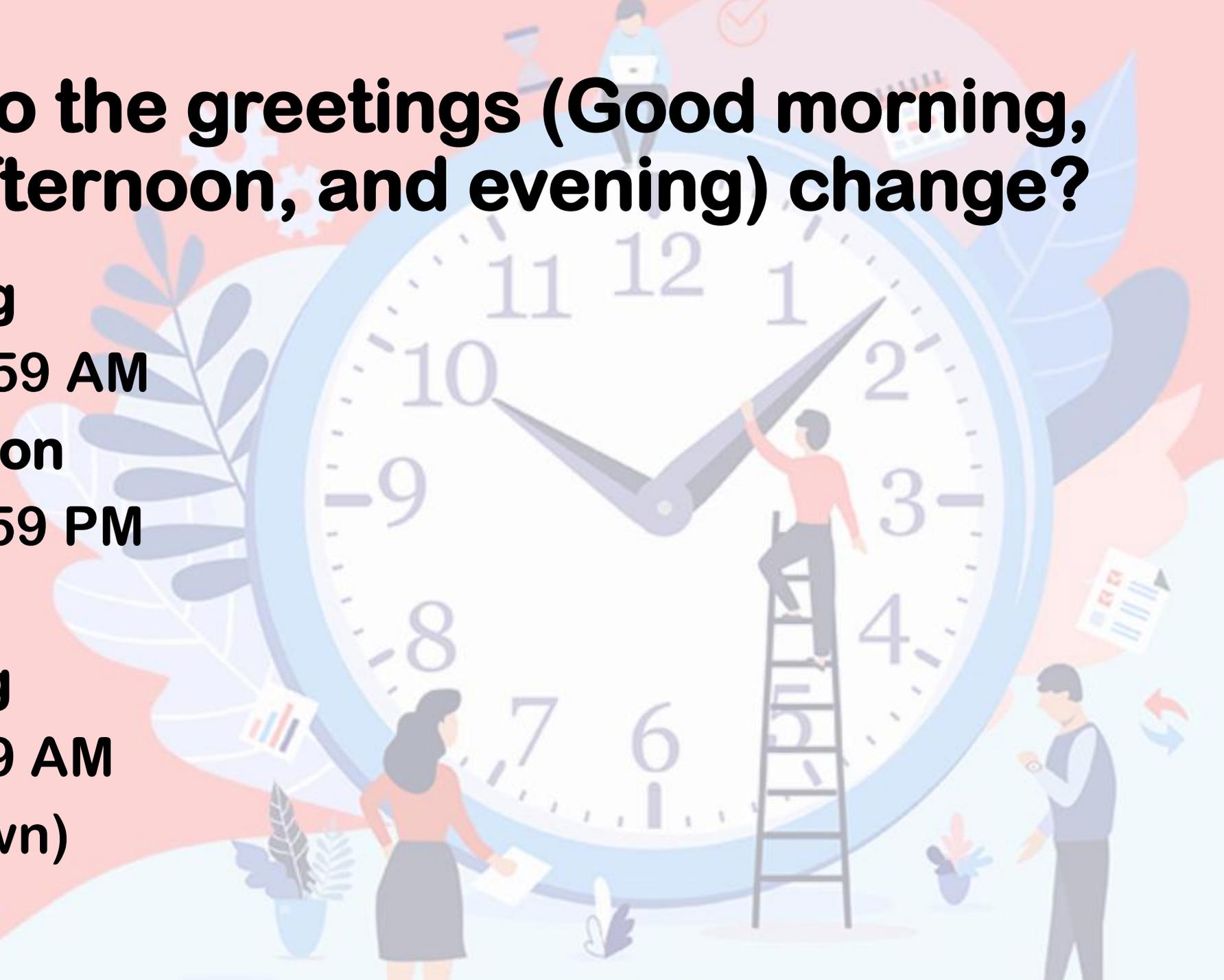
- Hello!
- Good morning
- Good afternoon
- Good evening

## In the context of conversation:

- It's nice to meet you
- It's a pleasure to meet you

# When do the greetings (Good morning, afternoon, and evening) change?

- **Good Morning**  
5:00 AM — 11:59 AM
- **Good Afternoon**  
12:00 PM — 4:59 PM  
(12:00 – 16:59)
- **Good Evening**  
5:00 PM — 4:59 AM  
(17:00 – till dawn)



# State Your Name

- My Name ..... , everyone calls me .....
- My Name ..... , people know me as .....
- My Name ..... , but please call me .....
- My Name ..... , you can call me .....

British English	American English	Common
First Name/Given Name	First Name/Forename	
Surname	Last Name	Family Name

# Purpose & Engaging Element

- *I am interested in applying for Human Resource Department. I believe I am proper for this position because I have a good communication and management skills.*
- *I am here to share my traveling experiences. Besides, I am fluent in English, Japanese, and Mandarin which I think can support me in my hobby.*
- *I'm here to get to know my new classmates. I am an admin staff, I really like traveling, hiking, or spending time sunbathing on the beach.*
- *I'm here to make new friends. I am a worker in a hospital, and in my spare time I really enjoy reading.*

# Closing

- *It's a pleasure to meet you and become a part of this class.*
- *Can't wait to study alongside you all!*
- *I am really excited to work alongside you.*
- *I cannot wait to work with you (all) in the future.*
- *Nice to meet you all!*
- *It was lovely meeting you!*

**And that's it! Now you've mastered ways to introduce yourself! Of course, don't forget to smile and be confident! Your body language matters as much as your choice of words!**

**Now, the only thing left to do is practice!**