



Unit: Speaking

Skill 17: Making Introductions

Activity A: May I Introduce...

Activity Skills:

Communication, memory, active listening.

Leadership Skills:

Practicing introductions.

Suggested Level:

Beginning

Time:

30 minutes

Supplies needed:

- Paper
- Writing materials
- Timer (optional)

Do Ahead:

N/A

Source:

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BACKGROUND:

What's your introduction? How do you introduce yourself? This is an activity that stresses active listening while giving participants an opportunity to practice introducing themselves.

WHAT TO DO:

This is like a game of human telephone. Begin by giving each participant a card that they will write their name on. Next, everyone should find a partner. This game will go for three rounds. Make sure everyone understands the directions before starting the game. *If there are an odd number of participants the facilitator can participate. Use a timer with an alarm to keep time.*

Choose a person in the room who you do not know. Decide who will speak first. Allow 3 minutes for each introduction. You should not speak at all while the other person is introducing him or her self. *Do NOT write down information. This is an active listening memory game.* After the 3 minutes time is up allow the other person to talk. Now exchange name cards. You should be holding your partner's name card. You will now introduce the person whose name is on the card you are holding. You must remember as much as you can about this person and communicate this information to a new partner. The person will not follow you. They will find a new partner. You will have to make the introduction using only the name card and your memory.

- For example "Hello My name is Andrea. I would like you to meet Kristen who lives in Kenosha and works at Lincoln Elementary school" etc.

Find a new partner. Decide who will speak first. After each person has introduced themselves exchange name cards. You are now holding your new partner's name card. You will now introduce this person to your next partner. Repeat the process one last time and then find the person whose name is on the card you are holding. Tell them 3 facts about themselves.

TALK IT OVER:

Reflect:

- What was difficult about this activity?
- Why is it hard to remember what your partner told you?

Apply:

- What can you do to help yourself remember the people that you meet?

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Notes:

- What are important things you should tell people when you first introduce yourself? What should you leave out?
- What can you do to help people remember you?

BEYOND THE BOX:

Optional Homework:

Don't wait to be introduced. The next time you are in social situation introduce yourself to a person you do not know.

Resources and Web Links:

Books

Civility: Manners, Morals, and the Etiquette of Democracy

by Stephen L. Carter

Business Etiquette for Dummies(Illustrated)

by Sue Fox and Perrin Cunningham