



DELIVERING STRATEGIC SOLUTIONS ACCA'S 2000 ANNUAL MEETING

INTRODUCTIONS

To make a good first impression, know the rules for making proper introductions by heart.

The Basics

The most important point of making introductions is to "just do it." Why?

_____ Look at and speak to the person
_____ first.

Look at and speak to the person of _____ second.

Introduce a fellow colleague to another of equal stature by _____

Introduce a young person to _____

* In social etiquette the rules state that you would introduce _____

* In the business arena, who gets introduced to whom is determined by _____

The Exceptions: According to international diplomatic protocol, women are presented to

Introduce a colleague from your own firm to _____

Introduce a nonofficial person to _____

Introduce a junior executive _____

Always include in your introduction _____

RESPONDING TO AN INTRODUCTION

A simple hello is _____

Responses to consider:

◆ How do you do?

◆ It's nice to meet you.

◆ I have looked forward to meeting you.

It helps to remember a name if _____

"The Lett Group

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