

CHAPTER II

Mastering the Art of Introducing Yourself: How to Develop Conversational Skills for University Success



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Developing conversational skills is a vital aspect of university life. Whether it is to make new friends, network with peers or future employers, or to participate in academic discussions, effective communication is an essential tool for success. A key component of conversational skills is the ability to introduce oneself in a clear, concise and engaging manner. In this article, we will discuss the practice of conversational skills, specifically focusing on introducing oneself, and how university students can develop this skill.

Introducing oneself is a fundamental aspect of any conversation. It is often the first impression that one makes on others, and can set the tone for the rest of the interaction. However, many people find it challenging to introduce themselves, especially in unfamiliar or high-pressure situations. This is where the importance of practice comes in.

The first step in practicing conversational skills is to become comfortable with introducing oneself. This can be achieved by rehearsing an introduction in front of a mirror or with a friend. The introduction should be brief, and it should include relevant information about oneself, such as name, major, and interests. It is also essential to speak clearly and with confidence. When practicing, pay attention to body language, tone, and pace. These elements can impact how the introduction is received.

Another way to practice introducing oneself is to participate in group activities that require introductions. For example, group discussions or team-building activities may require students to introduce themselves. By actively participating in these activities, students can gain experience and confidence in introducing themselves. Moreover, it can also help them to learn how to adapt their introductions to different audiences and situations.

In addition to practicing, it is also important to be prepared for different scenarios. University students may encounter various situations where they need to introduce themselves, such as at networking events or job interviews. Therefore, it is useful to prepare a few different introductions that can be used in different contexts. For example, a formal introduction may be appropriate for a job interview, while a more casual introduction may be suitable for a social event.

Furthermore, it is also helpful to pay attention to the introductions of others. By observing how others introduce themselves, students can gain insights into what makes an effective

introduction. This can also help them to identify areas for improvement in their own introductions.

Finally, seeking feedback from peers or mentors can also be an effective way to improve conversational skills. After practicing introductions, students can ask others for feedback on areas where they can improve. This feedback can help students to identify weaknesses in their introductions and develop strategies for improvement.

In conclusion, developing conversational skills, specifically introducing oneself, is an essential aspect of university life. By practicing introductions, being prepared for different scenarios, observing others, and seeking feedback, students can improve their communication skills and build confidence. These skills will not only benefit them during their time at university but also in their future careers and personal relationships.

Summary:

- Developing conversational skills is essential for university success.
- Introducing oneself is a key component of conversational skills and often the first impression made on others.
- Practicing introducing oneself can be done through rehearsing, participating in group activities, and being prepared for different scenarios.
- Observing how others introduce themselves and seeking feedback from peers or mentors can also be helpful.
- Improving conversational skills can improve communication skills, build confidence, and benefit future careers and personal relationships.

A. COMPREHENSION

1. Answer the following questions:

- a. What is the focus of the article?
- b. What is the importance of developing conversational skills in university life?
- c. What are some ways to practice introducing oneself?
- d. What can observing how others introduce themselves help students with?

2. Find the right definitions for the following expressions:

- a. **Conversational skills:**
- b. **Introducing oneself:**
- c. **Practice:**
- d. **Network:**
- e. **Academic discussions:**
- f. **Rehearsing:**
- g. **Body language:**
- h. **Tone:**
- i. **Pace:**
- j. **Formal introduction:**
- k. **Casual introduction:**

3. Complete the text:

Introducing oneself is a crucial aspect of effective communication, especially in unfamiliar or high-pressure situations. The ability to ----- oneself in a clear, concise and engaging manner can make a lasting impression on others and set the tone for the rest of the ----- . To develop ----- skills, students can practice introducing --- ----- in front of a mirror or with a friend, participate in group activities that require introductions, prepare different introductions for different scenarios, observe how others introduce themselves, and seek ----- from peers or mentors.

B. VOCABULARY AND GRAMMAR:

8. Fill in the gaps with appropriate expressions: themselves, can be, useful, confidence, introduce, situations, experience, makes

- a. A key component of conversational skills is the ability to ----- oneself in a clear, concise and engaging manner.
- b. Many people find it challenging to introduce themselves, especially in unfamiliar or high-pressure -----.
- c. By actively participating in these activities, students can gain ----- and --- ----- in introducing themselves.
- d. Therefore, it is ----- to prepare a few different introductions that ----- ----- used in different contexts.
- e. By observing how others introduce -----, students can gain insights into what ----- an effective introduction.

9. Use the right preposition: in, such as, about, while, into, with, to

- a. The introduction should be brief and it should include relevant information ----- -----oneself.
- b. It is essential to speak clearly and -----confidence.
- c. It can also help them to learn how to adapt their introductions ----- different audiences and situations.
- d. University students may encounter various situations where they need to introduce themselves, -----at networking events or job interviews.
- e. It is essential to speak clearly and with confidence -----practicing.
- f. By observing how others introduce themselves, students can gain insights ----- -----what makes an effective introduction.
- g. This feedback can help students to identify weaknesses -----their introductions and develop strategies for improvement.

10. Arrange words to form a sentence:

Arrange words to form a sentence:

- a. for/different scenarios/a/few/different introductions/prepare/it/is/useful/to/that/
can/be/used/in.
- b. body language/tone/when/practicing/pay/attention/to/and/pace.

7. Arrange sentences to form a paragraph:

The first paragraph:

- a. Developing conversational skills is a vital aspect of university life.
- b. A key component of conversational skills is the ability to introduce oneself in a clear, concise and engaging manner.
- c. Whether it is to make new friends, network with peers or future employers, or to participate in academic discussions, effective communication is an essential tool for success.
- d. Introducing oneself is a fundamental aspect of any conversation.
- e. It is often the first impression that one makes on others, and can set the tone for the rest of the interaction.
- f. However, many people find it challenging to introduce themselves, especially in unfamiliar or high-pressure situations.
- g. This is where the importance of practice comes in.
- h. The first step in practicing conversational skills is to become comfortable with introducing oneself.

Second paragraph:

- a. Introducing oneself is a fundamental aspect of any conversation.
- b. It is often the first impression that one makes on others, and can set the tone for the rest of the interaction.
- c. This is where the importance of practice comes in.
- d. However, many people find it challenging to introduce themselves, especially in unfamiliar or high-pressure situations.
- e. The first step in practicing conversational skills is to become comfortable with introducing oneself.

C. VOCABULARY EXERCISES:

8. Find words which are described by the following definitions:

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- a. A brief statement that summarizes the main points of a text: -----
- b. The ability to speak and write a language fluently: -----
- c. The first time you meet someone: -----
- d. A short sentence or phrase used to describe a person or thing: -----
- e. A group of people who share similar interests: -----

9. Explain the meaning of these expressions in English:

- a. Set the tone
- b. Adapt to
- c. Areas for improvement
- d. Job interview
- e. Casual introduction

10. Give opposites of the expressions:

- a. Formal ≠
- b. Weaknesses ≠
- c. Challenging ≠
- d. Unfamiliar ≠
- e. High-pressure ≠

11. Number the expressions in what you think is a logical order:

- a. Adapt to
- b. Casual introduction
- c. Set the tone
- d. Areas for improvement
- e. Job interview

12. Explain the meanings of the following collocations:

- a. Participate in
- b. Pay attention to
- c. Set for
- d. Gain experience
- e. Seek feedback

Answers and corrections to the questions: Mastering the Art of Introducing Yourself:

How to Develop Conversational Skills for University Success

A. COMPREHENSION

4. Answer the following questions:

a. What is the focus of the article?

Answer: The article focuses on developing conversational skills, specifically introducing oneself, for university success.

b. What is the importance of developing conversational skills in university life?

Answer: Developing conversational skills is important in university life because effective communication is an essential tool for success. It can help students make new friends, network with peers or future employers, and participate in academic discussions.

c. What are some ways to practice introducing oneself?

Answer: Some ways to practice introducing oneself include rehearsing in front of a mirror or with a friend, participating in group activities that require introductions, being prepared for different scenarios, observing how others introduce themselves, and seeking feedback from peers or mentors.

d. What can observing how others introduce themselves help students with?

Answer: Observing how others introduce themselves can help students to gain insights into what makes an effective introduction and identify areas for improvement in their own introductions.

5. Find the right definitions for the following expressions:

- l. **Conversational skills:** the ability to communicate effectively and engagingly with others in a conversation
- m. **Introducing oneself:** the act of telling others about oneself, usually at the beginning of a conversation
- n. **Practice:** the act of repeating a task to improve one's skills or performance

- o. **Network:** the act of making professional or social connections with others for potential benefits
- p. **Academic discussions:** conversations or debates centered on academic topics or subjects
- q. **Rehearsing:** practicing a performance or speech before an audience
- r. **Body language:** non-verbal cues or signals communicated through posture, gestures, facial expressions, etc.
- s. **Tone:** the emotional quality or character of a voice or speech
- t. **Pace:** the speed at which something is done or spoken
- u. **Formal introduction:** a structured introduction typically used in professional or formal settings
- v. **Casual introduction:** a relaxed introduction typically used in social or informal settings

6. Complete the text:

Introducing oneself is a crucial aspect of effective communication, especially in unfamiliar or high-pressure situations. The ability to **introduce** oneself in a clear, concise and engaging manner can make a lasting impression on others and set the tone for the rest of the **conversation**. To develop **conversational** skills, students can practice introducing **themselves** in front of a mirror or with a friend, participate in group activities that require introductions, prepare different introductions for different scenarios, observe how others introduce themselves, and seek **feedback** from peers or mentors.

B. VOCABULARY AND GRAMMAR:

11. Fill in the gaps with appropriate expressions:

- f. A key component of conversational skills is the ability to **introduce** oneself in a clear, concise and engaging manner.
- g. Many people find it challenging to introduce themselves, especially in unfamiliar or high-pressure **situations**.
- h. By actively participating in these activities, students can gain **experience** and **confidence** in introducing themselves.

- i. Therefore, it is **useful** to prepare a few different introductions that **can be** used in different contexts.
- j. By observing how others introduce **themselves**, students can gain insights into what **makes** an effective introduction.

12. Use the right preposition:

- h. The introduction should be brief and it should include relevant information **about** oneself.
- i. It is essential to speak clearly and **with** confidence.
- j. It can also help them to learn how to adapt their introductions **to** different audiences and situations.
- k. University students may encounter various situations where they need to introduce themselves, **such as** at networking events or job interviews.
- l. It is essential to speak clearly and with confidence **while** practicing.
- m. By observing how others introduce themselves, students can gain insights **into** what makes an effective introduction.
- n. This feedback can help students to identify weaknesses **in** their introductions and develop strategies for improvement.

13. Arrange words to form a sentence:

Arrange words to form a sentence:

- c. for/different scenarios/a/few/different introductions/prepare/it/is/useful/to/that/
can/be/used/in.

Answer: It is useful to prepare a few different introductions that can be used in different scenarios.

- d. body language/tone/when/practicing/pay/attention/to/and/pace.

Answer: When practicing, pay attention to body language, tone, and pace.

8. Arrange sentences to form a paragraph:

The first paragraph:

- i. Developing conversational skills is a vital aspect of university life.
- j. A key component of conversational skills is the ability to introduce oneself in a clear, concise and engaging manner.
- k. Whether it is to make new friends, network with peers or future employers, or to participate in academic discussions, effective communication is an essential tool for success.
- l. Introducing oneself is a fundamental aspect of any conversation.
- m. It is often the first impression that one makes on others, and can set the tone for the rest of the interaction.
- n. However, many people find it challenging to introduce themselves, especially in unfamiliar or high-pressure situations.
- o. This is where the importance of practice comes in.
- p. The first step in practicing conversational skills is to become comfortable with introducing oneself.

Answer: Developing conversational skills is a vital aspect of university life. Whether it is to make new friends, network with peers or future employers, or to participate in academic discussions, effective communication is an essential tool for success. A key component of conversational skills is the ability to introduce oneself in a clear, concise and engaging manner. Introducing oneself is a fundamental aspect of any conversation. It is often the first impression that one makes on others, and can set the tone for the rest of the interaction. However, many people find it challenging to introduce themselves, especially in unfamiliar or high-pressure situations. This is where the importance of practice comes in. The first step in practicing conversational skills is to become comfortable with introducing oneself.

Second paragraph:

- f. Introducing oneself is a fundamental aspect of any conversation.
- g. It is often the first impression that one makes on others, and can set the tone for the rest of the interaction.
- h. This is where the importance of practice comes in.
- i. However, many people find it challenging to introduce themselves, especially in unfamiliar or high-pressure situations.

- j. The first step in practicing conversational skills is to become comfortable with introducing oneself.

Answer: Introducing oneself is a fundamental aspect of any conversation. It is often the first impression that one makes on others, and can set the tone for the rest of the interaction. However, many people find it challenging to introduce themselves, especially in unfamiliar or high-pressure situations. This is where the importance of practice comes in. The first step in practicing conversational skills is to become comfortable with introducing oneself.

C. VOCABULARY EXERCISES:

13. Find words which are described by the following definitions:

- f. A brief statement that summarizes the main points of a text: **Answer: Summary**
- g. The ability to speak and write a language fluently: **Answer: Fluency**
- h. The first time you meet someone: **Answer: First impression**
- i. A short sentence or phrase used to describe a person or thing: **Answer: Description**
- j. A group of people who share similar interests: **Answer: Peer group**

14. Explain the meaning of these expressions in English:

- f. Set the tone: **Meaning: To establish the mood or attitude of a particular situation.**
- g. Adapt to: **Meaning: To adjust or change oneself according to different situations or conditions.**
- h. Areas for improvement: **Meaning: Aspects of something that could be better or enhanced.**
- i. Job interview: **Meaning: A formal meeting in which an employer evaluates a potential employee for a job.**
- j. Casual introduction: **Meaning: An informal way of introducing oneself or others.**

15. Give opposites of the expressions:

- f. Formal ≠ Informal
- g. Weaknesses ≠ Strengths
- h. Challenging ≠ Easy
- i. Unfamiliar ≠ Familiar
- j. High-pressure ≠ Low-pressure

16. Number the expressions in what you think is a logical order:

- f. Adapt to
- g. Casual introduction
- h. Set the tone
- i. Areas for improvement
- j. Job interview

Logical order:

1. **Set the tone:** It is the first impression that one makes on others and sets the mood for the rest of the interaction.
2. **Casual introduction:** It is an informal way of introducing oneself or others.
3. **Adapt to:** It is the ability to adjust or change oneself according to different situations or conditions.
4. **Areas for improvement:** It is about identifying aspects that can be better or enhanced.
5. **Job interview:** It is a formal meeting in which an employer evaluates a potential employee for a job.

17. Explain the meanings of the following collocations:

- f. Participate in: **Meaning:** To take part in something; to be involved in an activity.
- g. Pay attention to: **Meaning:** To give one's focus to something; to concentrate on something.
- h. Set for: **Meaning:** To arrange something to be ready for a particular time or purpose.
- i. Gain experience: **Meaning:** To acquire knowledge or skills through practice or involvement in a particular activity.
- j. Seek feedback: **Meaning:** To ask for advice or opinions from others to improve oneself or a particular situation.