Chapter 8

Activity SS8-1 Introductions

Directions: In both social and professional settings, there will be occasions to introduce yourself to a person you have just met. You may also have to introduce a third person. For each introduction that follows, describe what you think would be the appropriate introduction protocol.

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| Introduction | Protocol |
| You are introducing your boss to a new employee—who is introduced first? |  |
| You are introducing your boss to a new employee—what do you say? |  |
| A client is attending a meeting with your coworker—who is introduced first? |  |
| A client is attending a meeting with your coworker—what would you say? |  |
| You are in a meeting with four clients, all of equal rank, none of them know each other—what is the protocol? |  |
| You are introducing a new employee to the company executives—what do you say? |  |
| You are introducing your significant other to your coworkers at a work event—what is the protocol? |  |
| You are introducing an overseas employee who speaks limited English to in-office personnel—what would you say? |  |
| You are introducing a new employee to a coworker whose name you have forgotten—what would you say? |  |