



English Talkies

Professional Interview Introductions

Language: English | Level: A2

Learn professional alternatives to 'My name is' for interviews and business meetings. Build confidence with proven introduction techniques.

■ Essential Vocabulary

Word	Definition	Example
professional	Relating to work or business	Use professional language in interviews
introduce	To present yourself to others	Let me introduce myself
alternative	Another option or choice	Here's an alternative phrase
impression	Opinion formed about someone	Make a good first impression
candidate	Person applying for a job	The candidate answered well
formal	Official or serious style	Use formal language here
confidence	Feeling sure of yourself	Speak with confidence
presentation	Way of showing yourself	Good presentation is important
background	Your experience and education	Tell us about your background
qualification	Skills or certificates you have	List your qualifications
experience	Work you have done before	I have five years experience
position	Job or role	I'm applying for this position
represent	To speak for or show	I represent my company
accomplishment	Something you achieved	My biggest accomplishment was...
expertise	Special skill or knowledge	My expertise is in marketing

■ Key Phrases

I'm [Full Name] → I'm [Full Name] | Hello, I'm [Name] → Hello, I'm [Name] | Nice to meet you → Nice to meet you | I'm excited to be here → I'm excited to be here | Thank you for the opportunity → Thank you for the opportunity | I have experience in → I have experience in

■ Grammar Rules

1. Use 'I'm' instead of 'My name is': 'I'm' sounds more natural and confident in professional settings. It creates immediate personal connection.
2. Include your full name initially: Using your full name shows professionalism. It helps people remember you better in business contexts.
3. Add relevant professional information: Follow your name with brief professional context. This keeps conversation flowing and shows your qualifications.
4. Use present tense for current information: Present tense creates immediacy and connection. It shows you're currently active and engaged.
5. Speak with confident tone: Avoid hesitation words like 'um' or 'well' when introducing yourself. Clear speech shows confidence and competence.
6. Use appropriate greetings: Match your greeting to the formality level. 'Hello' is safer for professional settings than 'Hi'.

■ Study Tips

1. Practice daily in front of mirror | 2. Record yourself for self-evaluation | 3. Watch professional introduction videos online