

Smalltalk

topics (for example)

- to talk about
 - food
 - weather
 - music
 - sports
- not to talk about
 - crime
 - politics
 - drugs
 - illness

introduce yourself

- greeting
 - Good morning, ...
 - Pleased/Nice to meet you
- Name, (Age)
 - My name is ...
 - I'm ...
- Position, Company
 - Trainee/wholeseller/...
- Engage the other Person
 - How about you?
 - How do you do?

good first impression

- If you're sitting, stand up for introducing
- Speak clearly
- Be on time
- Dress up to the location

“The right reply”

- Say hello to [Name] for me.
 - Yes, I will.
- Thanks for all your help.
 - You're welcome.
- I'll give you my email address.
 - Hold on, let me get a pen.
- Pleased to meet you.
 - Me, too.
- How are you?
 - Thanks, fine.
- Can I disturb you for a second?
 - Of course. Come in.
- Nice to meet you!
 - Pleased to meet you, too.