



The Art of Connection

A Complete Guide to English Introductions & Small Talk

Masterclass by Manus AI





3. The Details - Contextualizing who you are (your role or origin).

2. The Name - Establishing your distinct identity.

1. The Greeting - Opening the door to interaction.

Formal



Formal

Greeting:

Good morning /
Good afternoon

Name:

My name is [Full Name]

Details:

I am the [Title] at
[Company]

Informal



Formal

Informal

Greeting:

Hello / Hi / Hey

Name:

I'm [First Name /
Nickname]

Details:

I work in [Field] / I'm
from [Place]

The 30-Second Elevator Pitch



The Goal

Confidently pitch your identity before the doors open.

The Formula

Quick Greeting + Your Name + Your Unique Value (Highlights).

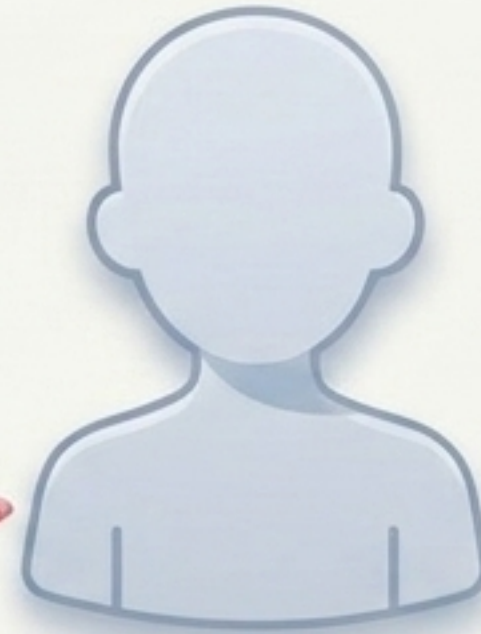
Bridging the Gap: Introducing Others

Formal Bridge



"May I introduce [Name]?"

"I would like to introduce [Name] to you."



Informal Bridge

"Have you met [Name]?"

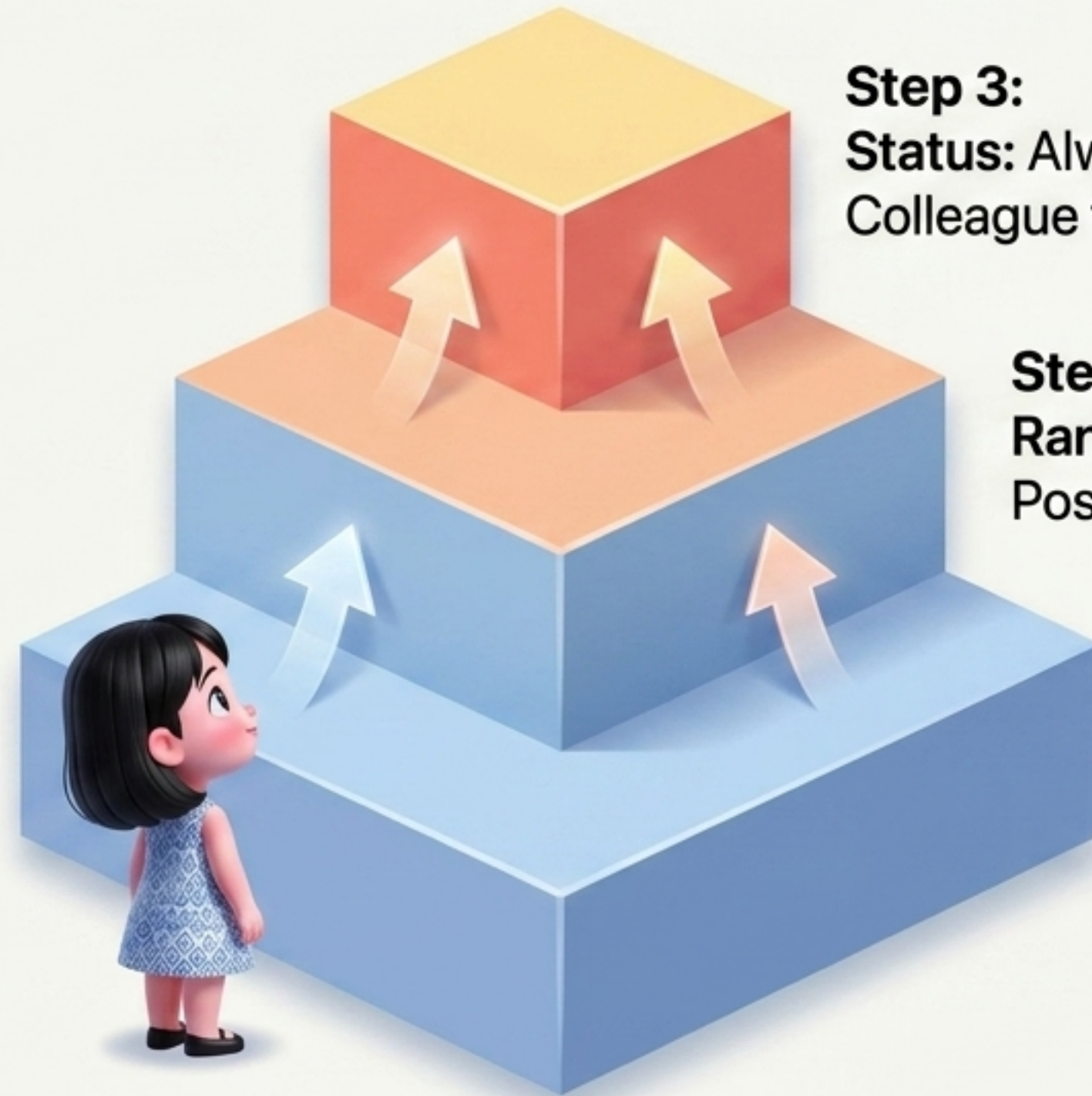
"This is [Name]."



Golden Rule

Always provide a linking detail (like a shared interest or role) so they have something to talk about immediately!

The Hierarchy of Introductions



Step 3:

Status: Always introduce the Internal Colleague to the External Guest.

Step 2:

Rank: Always introduce the Lower Position to the Higher Position.

Step 1:

Age: Always introduce the Younger person to the Older person.

The Art of the Handshake: Confident Connections

Eyes:

Confident eye contact shows sincerity.

(Cultural Nuance: Be mindful in certain Asian contexts where prolonged staring may be seen as impolite).

Hands:

Offer a firm grip and give 2-3 gentle shakes.

(Avoid gripping too tight!)







Smile:

Keep it warm and friendly to instantly reduce tension.

Decoding Titles & Honorifics



	Mr.	Men (Regardless of marital status)
	Ms.	Women (The modern standard; does not assume marital status)
	Mrs.	Married women
	Dr. / Prof.	Academic or medical professionals

Critical Warning: In English, always pair titles with the Last Name (e.g., Mr. Smith), never the First Name, unless explicitly invited to do so!

The Taboo Minefield

Rule: Avoid these sensitive topics during first-time introductions:



Age



Income & Personal Finances



Religion & Politics



Marital Status



The Power of Open-Ended Questions



Dead End (Instead of...)

✘ Do you like your job?

(Result: Yes/No dead end)

Story Starter (Try...)

✔ What do you enjoy most about your work?

(Result: Invites a story)

Other great openers:

How did you get into this field?

What brings you to this event?

Takeaway: Open questions spark sharing, not just answering.

The F.O.R.D. Technique Cheat Sheet

F - Family



Do you have family in the area?

O - Occupation



What projects are you working on right now?

R - Recreation



What do you like to do in your free time?

D - Dreams



Where do you plan to travel next?

The Art of Active Listening



Verbal Nods



Encourage them to keep going.
(I see, That's interesting, Really?)

Paraphrasing



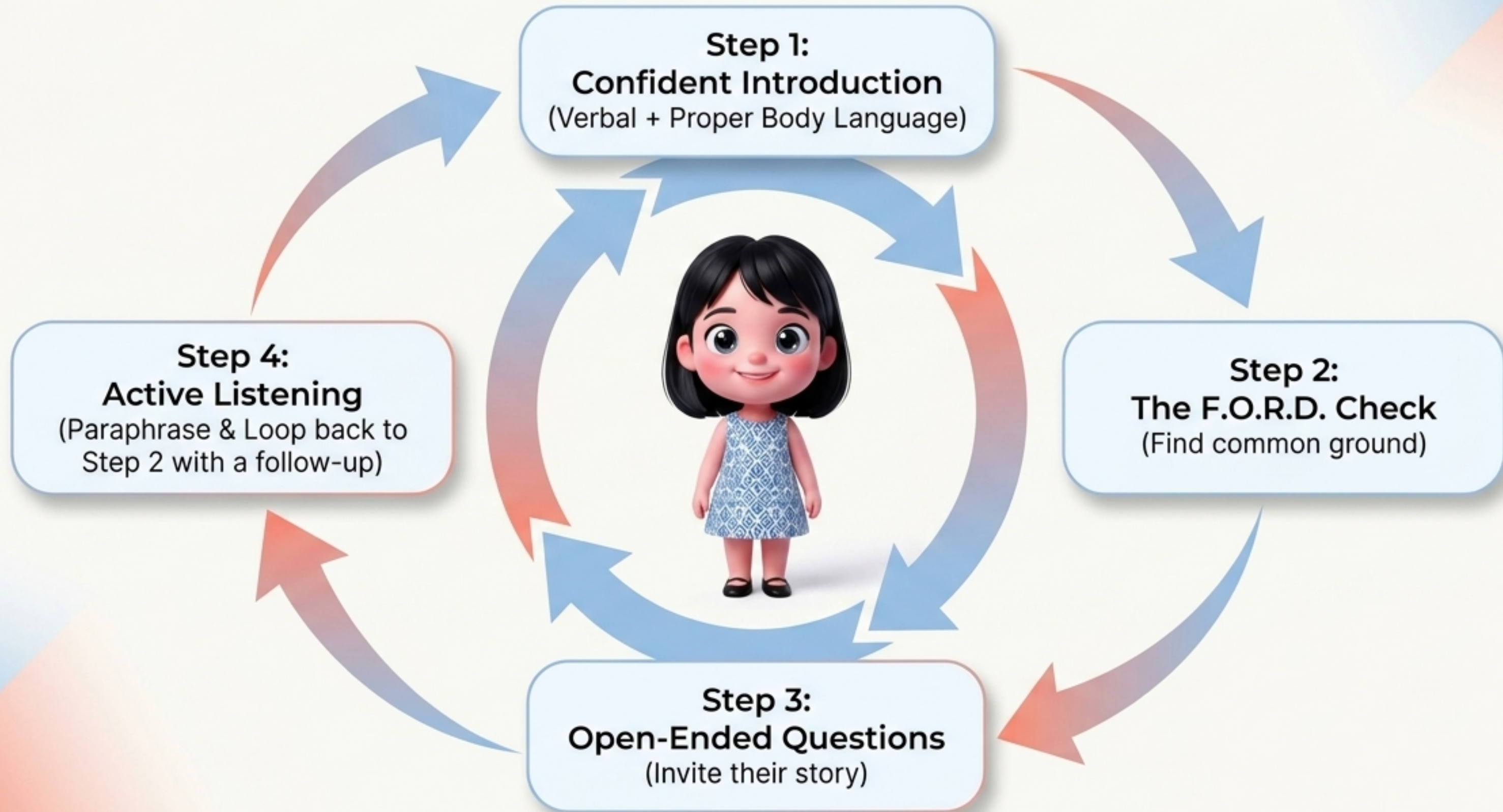
Show you understand.
(So, you're saying that...)

Follow-Ups



Dig deeper into what they just
shared.




The Perfect Conversation Loop




Ready to Connect!



Key Takeaways

-  Great introductions open new doors.
-  Frameworks like F.O.R.D. make small talk effortless.
-  Practice makes natural.

Final Callout

-  Step out with confidence and start building meaningful connections!