

Making a Great First Impression: Getting off to a Good Start

Be on Time

Arriving early is much better than arriving late, hands down. It is also the first step in creating a great first impression.

Be Yourself, Be at Ease

If you are calm and confident, the other person will feel more at ease.

Present Yourself Appropriately

Is your appearance saying the right things to help create the right first impression? Start with the way you dress. Clean and tidy clothes. Neat and tidy make up. Make sure your grooming is appropriate and helps make you feel "the part".

A Word about Individuality

If in a business setting, wear appropriate business attire. If at a formal evening social event, wear appropriate evening attire. And express your individuality appropriately within that context.

A Winning Smile!

Use your body language to project appropriate confidence and self-assurance. Stand tall, smile (of course), make eye contact, greet with a firm handshake. All of this will help you project confidence and encourage both you and the other person to feel better at ease.

Small Talk Goes a Long Way

Is there anything that you have in common with the person you are meeting? If so, this can be a great way to open the conversation and keep it flowing.

Be Positive

Project a positive attitude, even in the face of criticism or in the case of nervousness.

Be Courteous and Attentive

Good manners and polite, attentive and courteous behavior help make a good first impression.

Adapted from: <http://www.mindtools.com/CommSkll/FirstImpressions.htm>

Inside this issue

Making a Great First Impression: Getting off to a Good Start	1
Culture Corner....	2
Here's the Answer	3
Bits and Pieces ...	4

By
Piyaporn



CULTURE CORNER

Business Rules for Meeting and Greeting



Standing

If you don't rise to the occasion, you will sink in the estimation of others. Everyone should stand when being introduced. If it is impossible for you to rise—if perhaps you are wedged behind the table—at least lean forward or rise slightly so as not to appear distant.

When someone comes to visit at the office, stand and come out from behind your desk unless the visitor is a coworker or someone who comes into your office frequently in the course of the day. The frequency consideration comes into play even when a senior executive visits the office of a junior executive. If it's a common occurrence, there's no need to get up; however, you should certainly stop what you're doing and give your full attention to the senior executive whenever you're in his or her presence.

Shaking Hands

A handshake leaves a very definite and often lasting impression, and in the business world a handshake is the only truly appropriate physical contact for both men and women.

The proper shake ...

- Involves eye contact
- Is firm but painless
- Lasts about three seconds
- Takes only two or three pumps
- Starts and stops crisply
- Doesn't continue through the entire introduction



Begin with your fingers together and your thumb up.

Keep your fingers together and your thumb up. Slide the web of your hand all the way to the web of the other person's hand. Otherwise, he or she ends up shaking hands with your fingers. Also, shaking web to web effectively prevents the other person, no matter how strong, from crunching your knuckles.

You shake when ...

- Someone offers his/her hand to you
- First meeting someone
- Greeting guests
- Greeting your host/hostess
- Renewing an acquaintance
- Saying goodbye



Shake hands web to web, with a firm but not crushing grip.



Never offer only your fingertips, causing a weak, limp handshake.

Hugs and Kisses

In general, hugs and kisses are inappropriate in any business environment. In fact, touching others in the workplace, whether they are of the same gender or not, is impolite even if you feel that the other person is your pal. This stricture includes patting someone on the back, putting your arm around someone, or putting your hand on his or her shoulder.

Adapted from
<http://life.familyeducation.com/behavior/etiquette/48973.html>
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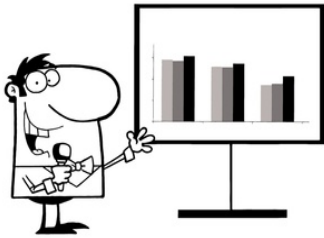


HERE'S THE ANSWER

5 rules for writing great presentation slides in English

Q: I have to prepare slides for my presentation. Could you give me some useful tips?

A: Use these five simple rules to make sure you wow the audience at your next presentation.



Keep it simple

Make sure the slides aren't too complicated. If they are difficult to understand, the audience will pay more attention to trying to understand the slides than listening to you. Cut out all unnecessary information from your slides and use bullet points to introduce it a step at a time. If there's anything you need to show in more detail, split it into separate slides or try to explain it with a chart or image.

Stay consistent

Animations and attractive fonts can help presentation slides look great, as long as they are not distracting. If you choose to use animations to introduce your bullet points, stick with one type. If you are using an attractive font for your headings, make sure it's the same one on each slide. If you want to use colour, use it consistently. Sudden changes are distracting and unless they have a clear function will take the audience's attention away from what you are saying.

Ask a question

Putting a question on a slide is a great way to engage the audience. The question could be in the heading of the slide then you could answer it in bullet points below. If you have several questions on the screen, you could answer them verbally to engage the audience in what you are saying.

Use sound bites

Sound bites are small phrases that are easy to remember from a presentation, a bit like a company slogan. Think of a memorable phrase to explain each of your main points and use it when you begin or end talking about that point to make it easier for the audience to remember.



Sum up properly

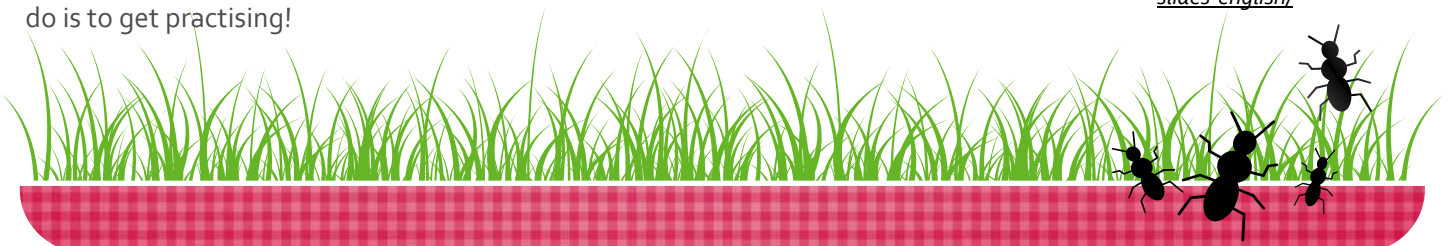
Put your key points on the last slide to help the audience remember what you have said. Sometimes people call the most important point in a presentation the 'take-away' point. Write this up on your last slide using simple language that the audience will remember. That way you can make sure they have understood you effectively.

Now you know how to make your presentation slides look great, all that's left to do is to get practising!

By
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Adapted from
<http://www.englishtown.com/blog/5-rules-writing-great-presentation-slides-english/>



BITS AND PIECES

Mind your manners: Tips for business meeting etiquette

Remember the basics



Silence your cell phone, place your name tag to the right side and, most importantly, RSVP. The main goal is to make every attendee feel comfortable, so sending an RSVP in a timely fashion will allow the planners to provide enough space and food for everyone.

Follow the one breath rule

When given 30 seconds to introduce yourself, use only 30 seconds or less. Going over that time limit is hindering and loses the attention of fellow attendees. Instead of elaborating during your introduction, make it short, sweet and unique. For instance, a woman once left a lasting impression by singing a short song to introduce herself.



Once networking begins, talk to more than one person

Networking at events and meetings can drive business and personal growth. Sitting and talking to the same familiar person at every event can withhold you from making connections. After sending an RSVP, access to the guest list is provided. This allows you to determine viable connections and discover who you'd like to talk to.

Spend less time talking and more time listening

It's easy to get carried away talking about yourself and your business, especially when nervous, but always listen to the other person. Encourage an open platform for conversation by asking questions and indicating interest. Even if someone's business or service is irrelevant to yours, you may discover ways in which they can intersect.



By
Pimravee



Mind your manners

This one should go without saying, but remain self-aware during meetings and events. Dress appropriately, arrive on time, chew with your mouth closed, be respectful of the presenter and always say, "thank you," to hosts before leaving.

Adapted from : <http://www.metroatlantachamber.com/news/mac-membership/2013/10/15/mind-your-manners-tips-for-business-meeting-etiquette>

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