



Introductions



Introducing Yourself

'Hi there, my name's Tom Smith and I am a Sales Manager for Homestead Ltd. Nice to meet you: how do you do?'



Introducing Other People

'Paul, please meet Mr. Robert Thompson, Purchasing Manager for Kodak Inc. Mr. Thompson, this is Mr. Paul Keenan: he is my right arm.'



WARNING: Do not expect a answer to the question **How do you do?:** it is customary to reply by repeating the question.

Also, avoid **tartling***!

*See the *Word of the Month*