

First impressions matter

1. Look at the list below and say how important these things are when making a first impression. Give examples of how each thing can make a good or a bad impression.

EXAMPLE: *Appearance – if someone looks neat, they usually make a good impression. If they have dirty hair or clothes, they might make a bad impression.*

- the way someone speaks
- body language
- information someone shares
- using a phone
- manners

2. Think about the last time you met a new person. Try to remember the things from ex. 1 about that person. Did they help them make a good impression?



3. Read a piece of advice and decide what situation it is about.

It might be challenging, but try to be confident. Be yourself. Have a system to remember people's names. You should understand and learn about the people around you.

4. Look at some ideas for making a first impression at work and discuss if you agree with them.
 - a) Your appearance matters almost as much as your way of thinking.
 - b) Try not to take the initiative too often because people will expect too much from you.
 - c) Be careful not to show that you are ready to work overtime.
 - d) First impressions are almost impossible to change: if you create a certain image at the beginning, you have to continue to follow it.
 - e) Being curious is good so don't be shy about asking a lot of questions.

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5. Look at the sentences in ex. 4 again and replace the underlined phrases with the words in the box.

attitude be proactive inquisitive keep it up willing

6. Watch a [video](https://youtu.be/eeWKvIr2yPo?t=28) [https://youtu.be/eeWKvIr2yPo?t=28] (from 00:28) and say which tip from ex. 4 is mentioned.

7. Watch the [video](#) again and write down three more tips that you hear.

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8. Discuss the questions.

- What other tips about making a good first impression would you add?
- Is it hard to make a good impression at work?
- Do you remember your first working day in your current job? How was it?
- Have you had colleagues who made a negative impression on their first day?
What did they do? Did you change your opinion about them later?
- How do you introduce yourself to your new team? What might you say to make a good impression?

9. Read two self-introductions and discuss which of them is best and why. Say what is wrong with the other self-introduction.

SELF-INTRODUCTION A

Hello everyone! I am a new web designer. Before joining the company, I worked for a cryptocurrency fund. I love pets. I look forward to working with you. I'm good at HTML and CSS. Oh, and my name is Mark. Nice to meet everyone. I hope this team is more friendly than my previous one.

SELF-INTRODUCTION B

Hi, I'm Mark. I'm a new web designer. I know a lot about visual design and effective UX. I think I'm good at optimizing sites. Outside of work, I'm into active pastimes and outdoor activities. Also, I have a dog named Mae and a cat named Boris. I'm really excited about joining your team.

10. Look at the topics and decide which of them should not be included when introducing yourself to your team on your first day.

- | | |
|--|---|
| a) name and position | e) family |
| b) previous experience | f) pet peeves ¹ |
| c) skills and strengths | g) hobbies |
| d) speaking about colleagues from a previous job | h) showing you are happy to be working in the company |

11. Look at the phrases and choose the option that does not fit. Decide which topics (one or two) from ex. 10 the phrases are connected to.

- a) I'm into **solving complex problems/working with you/camping**.
- b) I'm looking forward to **working with you/getting to know you/help you**.
- c) I'm good at **my previous job/improving my performance/taking photos**.
- d) Outside of work, I enjoy **spending time with my kids/solving complex problems/writing music**.
- e) I am excited **about getting to know you/to be part of this team/by programming**.
- f) Before joining the company, I **worked in banking/was looking for a job/was self-employed**.

12. Prepare your own self-introduction and share it with the class. Use the phrases from ex. 11.

¹ pet peeve: behaviour or action that annoys you