

Name _____



Office Introductions

Directions: Read the short dialogue below. Then answer the reflection questions to show what made this introduction polite, professional, and effective.

Dialogue: The First Day

Maria: Hi, you must be the new intern. I'm Maria, the team coordinator. Welcome to the marketing office!

Evan: Hi Maria, nice to meet you. I'm Evan. Thank you for welcoming me. I'm excited to get started and learn more about the projects here.

Maria: That's great to hear, Evan. Let's head to your desk so I can show you around.

Reflection Questions:

1. What words did Maria use to make her greeting sound welcoming?

2. How did Evan respond to show politeness and enthusiasm?

3. Why is eye contact or body language important in a workplace introduction like this?

4. What could have gone wrong if Evan hadn't responded politely?

5. Write one sentence you could use to introduce yourself on your first day at a new job or volunteer position.
