

A top-down photograph of a person's hands typing on a silver laptop. The person is wearing a blue suit jacket and a silver watch. To the right of the laptop, there is a black stapler, a pair of black scissors, and a small black container holding two yellow pencils and some papers. The background is a plain white surface.

How to make a great first impression

Como crear una imagen impactante.



***“You never
get a
second
chance to
make a
great first
impression”***

Structure of the Seminar



False Friends

Why Spanglish is a nightmare

Professional introductions

Meetings, Presentations or
Conventions

Personal Introductions

Family, Friends and Fools

Conversation Starters

The Art of Small Talk

Things to avoid

What you should never say

General Expressions

Idioms: a blessing or a curse?

Oh no!

When we talk in English, sometimes we prefer to think in Spanish. The result:
Spanglish.



Hello?

I'm fine, THANK YOU!!!!



Hello?

Formal and informal greetings



How do you do?

How are you?

How's it going?

How're you doing?

What do you do?

How do you do?

I'm great, thanks. And you?

I'm alright. How about you?

I can't complain, thanks.

I'm a IT engineer. What about you?



The Three Tricks

When you don't understand

Repeat

Ask them to repeat:

"Could you repeat _____
please"

Rephrase

Ask if they can rephrase
the question:

"Could you please
rephrase _____?"

Restate

Check if you
understood by
repeating their question
in an easier form.

"So, if I understand, you
mean _____"

False Friends



The difference between success and embarrassment



False Friends



Presentation

Do you prefer to use PowerPoint, Prezi or just wing it?



Introduction

Do you normally introduce yourself or get someone else to introduce you?



False Friends



Embarrassed

When you speak “Spanglish”



Pregnant

Baby time!



False Friends



Constipated

Are you having trouble going to the bathroom?



Cold

The flu, a cold or Covid?



False Friends



Emotional

When you have a lot of feelings



Excited

When you're *super* enthusiastic



False Friends

Molest

“Teacher, can I molest you?”
“NOOOOOO!!!!”



Disturb

“Please do not disturb”



False Friends



Casualty

Do you mean an accidental death



Coincidence

Or something random?



False Friends



Exit

“Always pay attention to where you nearest exit is located!”



Success

“Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.”

False Friends



Actually

In reality



Currently

At the moment, right now.



False Friends



Career

Your professional background



Degree

Your academic diploma



False Friends



Date

A romantic appointment



Data

Information or numbers



False Friends

Sensible

Rational, reasonable



Sensitive

Emotional





Professional Introductions

Do you know there are rules for introductions at conventions or meetings?

1. The oldest person introduces the youngest person, veterans introduce newcomers.
2. If possible, try to avoid introducing yourself directly.

And the most important thing: don't speak **Spanglish**



Getting Introduced

- Hi, John! It's been a while. How are things?
- Mr. McKenzie, what a pleasure to see you. I'm so glad to see you again!
- John, let me introduce you to our new purchase manager, Ms Ortega.
- Nice to meet you Mr Warner.
- Likewise!

Introducing yourself



- Good morning/afternoon/evening, my name is Mathias Verbeken from Eclap
- Hello, nice to meet you. I'm Brian Bolles and I'm with Boulders, Inc. Where you are you from?
- Oh I forgot to mention it! I'm from Madrid, in Spain. Have you ever been?

TIPS FOR CONFERENCES

1. Remember to check their badge
2. Small talk first
3. Always. Be. Professional





BADGE

Always check their badge



BE WATER

Be natural: let it flow
Don't force it and look for
natural settings.



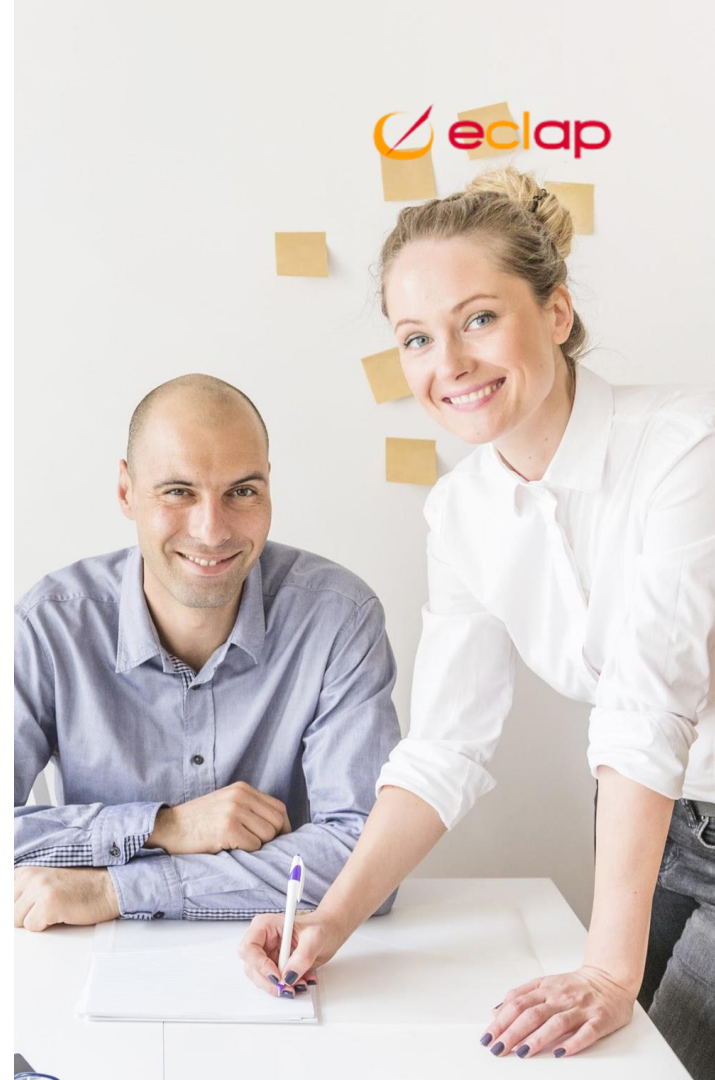
ELEVATOR PITCH

The elevator is the perfect
place to get acquainted



ENGLISH BREAKFAST

Breakfast is a great
opportunity to meet people.





Going up?

- Morning, which floor are you going to?
- 25th floor, please.
- By the way, I'm Mathias Verbeken from eclap. Nice to meet you.



Tea or coffee?

- Morning! Mind if I join you?
- Not at all. Have a seat.
- Let me introduce myself. I'm Mathias Verbeken from eclap.


Example interaction



Making a connection

- **Nice reception, isn't it?**
- Yes they've done a great job. By the way, I'm Yiannis Varoufakis, from the Athens branch.
- **Nice to meet you Mr Varoufakis. Did I pronounce that correctly?**
- Indeed you did, yes. Where are you from?
- **I'm from Spain. I work with eclap. What about you Mr Varoufakis?**
- I work at IBM. Is this your first time here in Milan?
- **Yes, it's my first time here. I'm hoping to have some free time later to see a few of the sights.**
- Me too. Please take my care and we can arrange something. Would you like to go together?
- **Wonderful! I'll text you and can set up something.**

Remember to always shake hands!

A top-down view of a white desk with various items: a white keyboard on the left, a pair of black-rimmed glasses in the center, a white mug of black coffee in the upper right, a small potted plant in the top left, and a decorative silver object in the top center. Two black pens are also visible near the keyboard.

“If someone introduces themselves as President Bolles or Professor Capell, try to stay formal”

A group of four people (three men and one woman) are gathered around a table in a bright, modern office setting, leaning over and working together on documents. A small potted plant and a pen holder are visible on the table. The background is a large window with sheer curtains.

Meeting

introductions

Introductions in a Meeting



Before

Speak to the receptionist. Meet the other attendants

Small Talk

Fill the time with light conversations. Shake hands

Meeting

Introduce yourself to anyone who may not know yet. Be careful with formality!

After

Follow up and make sure to goodbye to everyone



Always be polite!

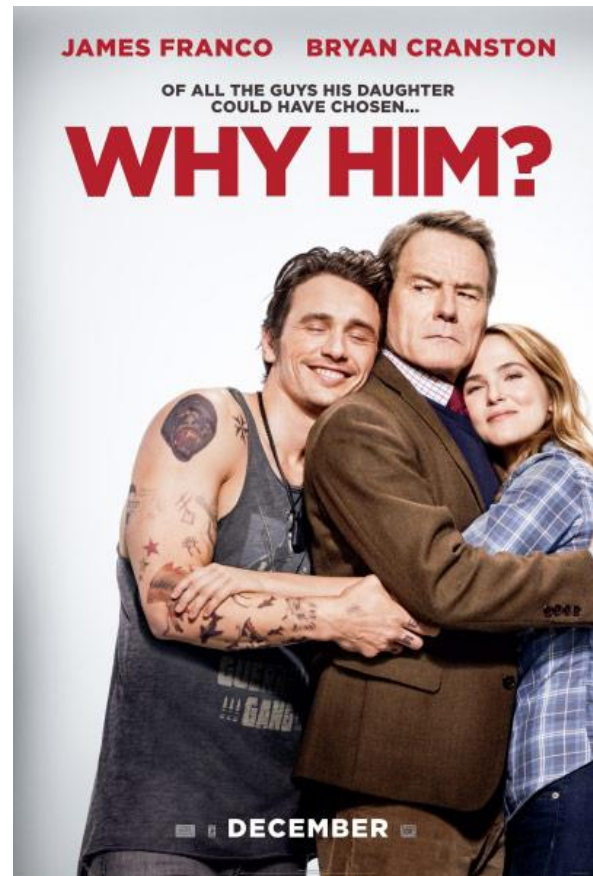
Remember that English speakers are very indirect, in nearly all contexts. Please and thank you go a long way...

Family Introductions

Take it seriously. It's like a job interview, but worse!

There should **never**, ever, **EVER** be any physical contact. Only a good handshake.

Don't joke with your future in-laws. Don't call them by their first names



Useful language

- Hi there! My name's _____. What's yours?
- I don't think we've met. I'm _____.
- I don't believe we've met before. My name is _____.
- Have we met? I'm _____.
- I think I've seen you around, but we haven't officially met. I'm _____.
- Hi Angela. You might not remember me but we met at Tom's Christmas party last year. I'm _____.

Gathering with

Friends & Family



Family & Friends - Tips

- Small talk is your friend
- Be relaxed
- Use informal language

Making Small talk

- “Did you watch the Oscars last week? I can’t believe Leonardo DiCaprio finally won one!”
- “I love your shoes today; they really pull your outfit together.” - *Compliments always work: They reduce social distance, remove tension and open someone up*
- “I had such a hard time finding the location! It took me about 20 minutes to find the place. What time did you get here?”
- *Referring to another participant at an event* - “I’ve seen that person at similar events before. I heard he/she is the director at Firm Y. Have you talked to him/her yet?”

You’re with friends; don’t panic!



Finishing politely

- Excuse me, I need to (find my friend/go to a meeting)
 - Well, it's been lovely talking to you.
 - Best of luck.
 - Nice to meet you, Brian.
 - I hate to run off, but I need to go.
 - Let me give you my card before I go.
 - Enjoy your time here!
-

The Weather

“When two English meet, their first talk is of the weather”



250

Days of rain in the UK

10.8C

Average annual temperature in London

103

Number of words in British English for the word "rain"

Talking about the weather



Learning the lingo

FRASE	SIGNIFICADO
Nice weather, isn't it?	Hace buen tiempo, no?
Beautiful day, isn't it?	Bonito día, No?
Can you believe all of this rain we've been having?	Te parece normal la cantidad de lluvia que estamos teniendo?
It looks like it's going to snow.	Parece que va a nevar
It sure would be nice to be in Benidorm right about now.	Seguro que se estará genial ahora en Benidorm
I hear they're calling for thunderstorms all weekend.	He oído que en el fin de semana va a haber tormentas
Bit chilly today, isn't it?	¿Hace un poquito de frío hoy no? (el frío que te hace tiritar)
It's nippy, isn't it?	Hace fresquito, ¿no? (nippy es el frío de verano del norte, el de la chaquetilla)

Talking about the weather



Learning the lingo

FRASE	SIGNIFICADO
We couldn't ask for a nicer day, could we?	No podíamos tener un día mejor, ¿a que no? (suena más bien irónico)
How about this weather?	Qué podemos decir de este tiempo?
Did you order this sunshine?	Encargaste este sol?
It's so perfect outside; not a cloud in the sky.	Hace un día perfecto, no hay ni una sola nube
It's really sunny out.	Está mu soleado fuera
It's really cloudy out there. I wonder if it will rain today.	Está muy nublado hoy. Me pregunto si lloverá
It's pretty cloudy outside	Está bastante nublado fuera
It's a bit windy today.	Hace un día ventoso.
It's sweltering!	Hace un calor sofocante

Talking about the weather



Learning the lingo

FRASE	SIGNIFICADO
What a deluge!	Vaya inundación
It's chucking it down!	Está diluviando!
Isn't it humid today?	No hay mucha humedad hoy?
It's been cloudy for a week now.	El cielo ha estado encapotado toda la semana
It's not raining too hard. It's just drizzling.	No está lloviendo fuerte, tan sólo está chispeando
It's so hot and humid outside. The air feels really thick and sticky.	Hace tanto calor y hay tanta humedad que el aire está pegajoso y denso
We're expecting a snowstorm this afternoon.	Hay previsión de tormenta esta tarde
The roads are really messy. There is a lot of slush on the roads because the snow is melting, so be careful.	Las carreteras están complicadas, Hay mucha aguanieve, porque se está derritiendo la nieve, así que ten cuidado

A typical English chat

How to sound like a local.



- It's a nice day, isn't it?
- Yes, it really is.
- It looks like it might drizzle soon.
- I suppose. I rather hope it does.
- Fingers crossed. The farms really need it.

Things you should never say



Useful Idioms



Ring a bell

Me suena

Look like a million bucks

Estar impresionante

Speak of the devil

Hablando del rey de Roma

Take with a grain of salt

Tomar algo con la punta de los
dedos

To dress up

Arreglarse

How time flies

El tiempo vuela

It's a small world

El mundo es un pañuelo

Thrilled to bits

Encantando





Not my cup of tea

No me gusta

Down in the dumps

Estar deprimido

Thanks!

Does anyone have any questions?