# 如何介绍他人？

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*第一篇：如何介绍他人？如何介绍他人？在聚会上介绍不认识的人互相认识时，应该遵循这样的顺序：把男士介绍给女士；把职位低的人介绍给职位高的人；把晚辈介绍给长辈；把未婚者介绍给已婚者；把主人介绍给客人；把非官方人士介绍给官方人士。将对方介绍我们...*

**第一篇：如何介绍他人？**

如何介绍他人？

在聚会上介绍不认识的人互相认识时，应该遵循这样的顺序：

把男士介绍给女士；

把职位低的人介绍给职位高的人；

把晚辈介绍给长辈；

把未婚者介绍给已婚者；

把主人介绍给客人；

把非官方人士介绍给官方人士。

将对方介绍我们认识的时候可以回答：：“幸会”、“请多关照”之类。

即要遵守受尊敬的一方有优先了解对方的权利。如果要每个人轮着自我介绍时，如果无较大年龄差距及职位差距，可以按照顺时针的方向依次进行自我介绍。

自我介绍时要根据不同场合、不同对象和不同的需要来把握介绍的内容和时间，应酬式的介绍应该简单明了，介绍姓名即可；工作式的介绍，还应介绍工作单位和从事的具体工作；社交式的介绍，需要在这些基础上进一步介绍兴趣、爱好、经历以及同交往对象的某些熟人关系等。注意要选择恰当的时机，在对方有兴趣、有需要、干扰少、情绪好时介绍自己，用的时间越短越好。

**第二篇：基本礼仪：介绍他人**

基本礼仪：介绍他人

核心要素：

介绍人，按顺序。先家人，后来客，先男士，后女士，先晚辈，后长者。

活动目标：

1、学习按顺序介绍他人

2、学习介绍他人的手势：以四指并拢，手心朝上的方式进行介绍。

3、介绍他人时要面带微笑，自然大方

教学方法：情景表演法 童谣游戏法 活动准备：

1、布置娃娃家场景、熊头饰一个（请一教师扮演小猪）

2、音乐：小猪请客

3、相关碟片

4、三字言的卡片。活动过程：一：表演《小猪请客》

1、教师邀请幼儿去小猪家做客并交待做客礼仪。

2、在《小猪请客》音乐声中，幼儿扮成小熊来到小猪（老师扮演）家。

敲门：小猪在家吗？我们来做客了。

幼儿：HELLO！小猪好。

小猪：欢迎欢迎，请进。

3、小猪介绍他人：按照先家人，后来客，先男士，后女士，先晚辈，后长者的顺序介绍。

二、讨论：

1、小猪是如何介绍他人的？

2、小猪的手势、动作、表情是什么样的？

三：观看碟片

四、出示三字言卡片

五、延伸：

判断谁对谁错（观看碟片）

六、学生表演

**第三篇：英语演讲短文——介绍他人**

英语演讲短文——介绍他人

ladies and gentlemen, it is a great pleasure to have you all e to our lecture presentation this evening.before we start off with the lecture, may i say a few s about tonight\'s guest speaker by way of introduction?

tonight\'s guest speaker, as you all know, is mr.song jiang, currently president of vtech pacific pany.he was born in chongqing in 1965 and grew up there until he became 18 years old when he was drafted into the chinese air force to join a special squad called “flying dragon.” he narrowly escaped death in the military mission, and after the war, started his own business, and now you know the rest of the story.forty years later, he is an owner of one of the leading panies in chongqing with the annual business of nt us$ 5 million.tonight he is going to talk about the secret of successful management of his pany as he gives us a lecture entitled, “strategies and tactics for corporate management and expansion” ladies and gentlemen, mr song jiang.notes: lecture presentation:演讲会 be drafted into:征招入伍 the annual business:年营业额 strategies and tactics:战略和战术 shanghai ,china.this is my third trip to the united states, and i really enjoy staying here.i am working for a trading pany as an assistant manager in the overseas distribution(更多精彩内容请访问首页)section.thank you.i\'m ma li.i am a system engineer for ibm.my job is to develop new puter software and i enjoy the job very much, because software development is very creative and imaginative work.so if anyone here is interested in puter and puter software, please let me know.we can spend hours talking about puters.hello, everybody.i am ning cai chen from beijing, i am working for an agent for a electric pany in beijing.it is about five months since i came to the united states, and i miss my family very much.it\'ll be several months before they e here, and i hope to continue to have an enjoyable single life till then.thanks.is about five months since i came to the united states, and i miss my family very much.it\'ll be several months before they e here, and i hope to continue to have an enjoyable single life till then.thanks.from：sjbssb./xpj/ woaisjb./wyb/ sjbjcgz./888zr/ bxsjb32q./xamylc/ sjbssb./dfpk/ hello!how’s it going? eh…this time i want to talk about the spring festival.you must hear about this festival many times though you are not chinese, because the spring festival is one of the oldest festival in china and every time when you ask a foreigner “what do you know about chinese culture?” majority of them might answer “the spring festival!”.for chinese, that’s true the spring festival is a traditional and important festival.so let me introduce something about it.there are some key points of it.“new year’s eve” ”poetic couplet” “paper-cuts” “do spring festival shopping” “propose a toast” “fireworks” “red packets” “give new year’s greetings” and so on.following is more clearly.days before the new year on the days before the new year celebration, chinese families give their home a thorough cleaning.it is believed the cleaning sweeps away bad luck and makes their homes ready for good luck to arrive.all brooms and dust pans are put away on new year\'s eve so that good luck cannot be swept away.some people give their homes, doors and windowpanes a new coat of red paint.homes are decorated with paper cutouts of chinese auspicious phrases and couplets(short phrases)that speak of “happiness,” “wealth,” “longevity.” reunion dinner a reunion dinner is held on new year\'s eve where members of the

family, near and far, get together for celebration.the new year\'s eve dinner is very large and traditionally includes chicken.fish, but not eaten up pletely(and the remainder is stored overnight), as the chinese phrase(nián nián yǒu yú), which means “may there be surpluses every year”, sounds the same as “may there be fish every year”, since “yú” is also the pronunciation for “yú”(“leftover” or “surplus”).money given to children on the night of new year’s eve or the first day of new years, just after the big dinner when people are gathered for talk, relatives usually put “yā suì qián” or “end of year money” in the red packets.that’s what kids all love.and at the same time kids should give new year’s greetings like “happy new year!” “live a happy life!”

the spring festival is more than what i told you.and sometimes i just think of it as a holiday.hope to hear from you.cheryl 英语演讲短文——公司俱乐部介绍

hello, it\'s a pleasure to meet you all.i am yu lin jeng.i am from shanghai ,china.this is my third trip to the united states, and i really enjoy staying here.i am working for a trading pany as an assistant manager in the overseas distribution section.thank you.i\'m ma li.i am a system engineer for ibm.my job is to develop new puter software and i enjoy the job very much, because software development is very creative and imaginative work.so if anyone here is interested in puter and puter software, please let me know.we can spend hours talking about puters.hello, everybody.i am ning cai chen from beijing, i am working for an agent for a electric pany in beijing.it is about five months since i came to the united states, and i miss my family very much.it\'ll be several months before they e here, and i hope to continue to have an enjoyable single life till then.thanks.death in the military mission, and after the war, started his own business, and now you know the rest of the story.forty years later, he is an owner of one of the leading panies in chongqing with the annual business of nt us$ 5 million.tonight he is going to talk about the secret of successful management of his pany as he gives us a lecture entitled, “strategies and tactics for corporate management and expansion” ladies and gentlemen, mr song jiang.notes: lecture presentation:演讲会 be drafted into:征招入伍 the annual business:年营业额 strategies and tactics:战略和战术 states, and i miss my family very much.it\'ll be several months before they e here, and i hope to continue to have an enjoyable single life till then.thanks.from：sjbssb./xpj/ woaisjb./wyb/ sjbjcgz./888zr/ bxsjb32q./xamylc/ sjbssb./dfpk/ to celebrate the inauguration of our new pany president, mr.cheng-en lin.i would like to give a brief profile of mr.lin for those of you who do not know him well.mr.lin graduated from tsinghua university in 1980.right after graduation he started working for our pany in the sales department.between 1983-1995, he visited and lived in six different foreign countries including the united states, canada, australia, and new zealand, to develop our overseas market.upon returning from abroad, he began to assume the position of executive manager of the sales department and has remained in that position until the appointment to the president this time.he is very aggressive in business, but at the same time, a good husband and a caring father of three children.ladies and gentlemen, our new president, mr.cheng-en lin!notes:

inauguration:就职典礼 aggressive:积极进取 caring:慈祥

**第四篇：英语演讲短文——介绍他人**

Ladies and gentlemen, it is a great pleasure to have you all come to our lecture presentation this evening.Before we start off with the lecture, may I say a few words about tonight\'s guest speaker by way of introduction?

Tonight\'s guest speaker, as you all know, is Mr.Song Jiang, currently president of Vtech pacific company.He was born in ChongQing in 1965 and grew up there until he became 18 years old when he was drafted into the chinese air force to join a special squad called “Flying Dragon.” He narrowly escaped death in the military mission, and after the War, started his own business, and now you know the rest of the story.Forty years later, he is an owner of one of the leading companies in ChongQing with the annual business of NT US$ 5 Million.Tonight he is going to talk about the secret of successful management of his company as he gives us a lecture entitled, “Strategies and Tactics for Corporate Management and Expansion” ladies and Gentlemen, Mr Song Jiang.Notes:

lecture presentation:演讲会

be drafted into:征招入伍

the annual business:年营业额

strategies and tactics:战略和战术

**第五篇：介绍他人的礼仪**

他人介绍，又称第三者介绍，它是经第三者为彼此不相识的双方引见介绍的一种介绍方式。

他人介绍，通常都是双向的，即将被介绍双方均作一介绍。有时，也可进行单向的他人介绍，即只将被介绍者中的某一方介绍给另一方，其前提是前者了解后者，而后者不了解前者。

(1)他人介绍的时机遇到下述情况，通常有必要进行他人介绍。

第一，在家中，接待彼此不相识的客人；

第二，在办公地点，接待彼此不相识的来访者；

第三，与家人外出，路遇家人不相识的同事或朋友；

第四，陪同亲友前去拜会亲友不相识者；

第五，本人的接待对象遇见了其不相识的人士，而对方又跟他们打了招呼；

第六，陪同上司、长者、来宾时，遇见了其不相识者，而对方又跟他们打了招呼；

第七，打算推介某人加人某一交际圈；

第八，受到为他人做介绍的邀请。

(2)他人介绍的顺序在为他人做介绍时，先介绍谁、后介绍谁，是非常重要的问题。根据规范，处理这一问题，必须遵守“尊者优先了解情况”的规则。在为他人做介绍前，先要确定双方地位的尊卑，先介绍地位低者，后介绍尊者，可以使位尊者优先了解位对方的情况，在交际应酬中掌握主动权，以示对地位高者的尊重。

根据这些规则，为他人做介绍时的顺序大致有如下几种情况。

第一，介绍年长者与年幼者认识时，应先介绍年幼者，后介绍年长者。

第二，介绍长辈与晚辈认识时，应先介绍晚辈，后介绍长辈。

第三，介绍老师与学生认识时，应先介绍学生，后介绍老师。

第四，介绍女士与男士认识时，应先介绍男士，后介绍女士。

第五，介绍已婚者与未婚者认识时，应先介绍未婚者，后介绍已婚者。

第六，介绍同事、朋友与家人认识时，应先介绍家人，后介绍同事、朋友。

第七，介绍来宾与主人认识时，应先介绍主人，后介绍来宾。

第八，介绍社交场合的先至者与后来者时，应先介绍后来者，后介绍先至者。

第九，介绍上级与下级认识时，应先介绍下级，后介绍上级。

第十，介绍职位、身份高者与职位、身份低者认识时，应先介绍职位、身份低者，后介绍职位、身份高者。

(3)他人介绍的内容在为他人做介绍时，介绍者对介绍的内容应当字斟句酌，慎之又慎。倘若对此掉以轻心、词不达意、敷衍了事，很容易给被介绍者留下不良印象。

根据实际需要的不同，为他人做介绍时的内容也会有所不同。通常，有以下六种形式可供借鉴。

第一，标准式。适用于正式场合，内容以双方的姓名、单位、职务等为主。

第二，简介式。适用于一般的社交场合，其内容往往只有双方姓名一项，甚至可以只提到双方姓氏为止。接下来，则要由被介绍者见机行事。

第三，强调式。适用于各种交际场合，其内容除被介绍者的姓名外，往往还可以强调一下其中某位被介绍者与介绍者之间的特殊关系，以便引起另一位被介绍者的重视。

第四，引见式。适用于普通的社交场合，做这种介绍时，介绍者所要做的是将被介绍者双方引导到一起，而不需要表达任何具有实质性的内容。

第五，推荐式。适用于比较正规的场合，多是介绍者有备而来，有意要将某人推荐给某人，因此在内容方面，通常会对前者的优点加以重点介绍。

第六，礼仪式。适用于正式场合，是一种最为正规的他人介绍。其内容略同于标准式，但语气、表达、称呼上都更为礼貌、谦虚。

(4)他人介绍的应对在进行他人介绍时，介绍者与被介绍者都要注意自己的表述、态度与反应。这就是他人介绍的应对问题。

介绍者为被介绍者做介绍之前，不仅要尽量征求一下被介绍者双方的意见，而且在开始介绍时还应再打一下招呼，切勿开口即讲，显得突如其来，让被介绍者措手不及。

被介绍者在介绍者询问自己是否有意认识某人时，一般不应加以拒绝或扭扭捏捏，而应欣然表示接受。实在不愿意时，则应说明缘由。

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