

How to Introduce People

Want to meet new people and improve your DeMolay social graces? Here's how to make proper introductions at parties, dinners and other social situations.

1 ~ Introduce individuals to each other using both first and last names.

2 ~ If you're introducing someone who has a title (like "State Master Councilor" for example) include the title as well as the first and last names in the introduction.

3 ~ Introduce the younger or less prominent person to the older or more prominent person, regardless of the sex of the individuals. (However, if a considerable age difference lies between the two, it is far more courteous to make introductions in deference to age, regardless of social rank.) For example: 'Arthur Prefect, I'd like you to meet Dr. Gertrude Smith.'

4 ~ If the person you are introducing has a specific relationship to you, make the relationship clear by adding a phrase such as 'my boss,' 'my girlfriend' or 'my Dad Advisor'. In the case of unmarried couples who are living together, 'companion' and 'partner' are good choices.

5 ~ Use your spouse's first and last name if he or she has a different last name than you. Include the phrase 'my wife' or 'my husband.'

6 ~ Introduce an individual to the group first, then the group to the individual. For example: 'Dr. Brown, I'd like you to meet my friends Kym Hsu, Shawn Kampbell and Michael Via. Everyone, this is Dr. Kurt Brown.'

TIPS & WARNINGS

- If you've forgotten a name, you'll seem impolite if you try to ignore the need for the introduction. It's less awkward (and better manners) to apologize and acknowledge that the name has escaped you.
- If your host neglects to introduce you to other guests, feel free to introduce yourself, but make your relationship to the host clear in your introduction.
- Formal etiquette censures repeating names and adding phrases such as 'charmed' and 'a pleasure,' as it may appear insincere or detract from the introduction. Instead, offer a friendly 'Hello,' or 'Gertrude has told me so much about you.'