



SELF-PRESENTATION



Self-presentation

- When they hear the phrase "Tell us something about yourself", many are unexpectedly lost
- There is an excellent education, rich experience and necessary personal qualities
- however, not everyone succeeds to summarize everything, without questioning the meaningne
- some recommendations for successful self-presentation (steps)



Self-presentation

Step 1: Prepare your self-presentation in advance

- high-quality self-presentation is a carefully selected collection of information, only externally similar to improvisation; don't count on sudden inspiration (especially if you don't have a lot of experience)

Step 2: Collect data

- write important biographical data on one sheet, all your professional achievements on the second sheet and all positive personal characteristics on the third sheet (competencies)
- devote enough time to this step so that you do not miss something



Self-presentation

Personal characteristics (competencies)

- e.g., communication skills, organizational skills, computer skills, other skills
- not only to enumerate the skills but to point out how they were acquired, developed and used
 - e.g., „*good communication skills acquired while working as a student council representative / by debating in a debate club*”
 - e.g., „*management - I lead a team of students working on a school library project*”
- hobbies and interests
- try not to state the usual - walking in nature, reading, hanging out with friends, but something interesting and different to stand out



Self-presentation

Step 3: Choose a short set of relevant information to present about yourself

- adapt the information you present to the situation (purpose of self-presentation)
- choose the information that is important for the situation you are in

Step 4: Determine the amount of information you will present about yourself

- pay attention to the content (you should not be too modest in the amount of information presented, but do not overdo it)

Step 5: Determine the structure of the information you will present about yourself

- determine in advance the order in which you will present information about yourself (do not "jump" from one topic to another)



Self-presentation

Step 6: Pay attention to the presentation style

- use only constructions that fit your speech style well
- use clear sentences that are neither too short nor too long
- use an appropriate dictionary
- try not to be "boring"

Step 7: Pay attention to non-verbal communication

- let nonverbal cues follow what you say and “amplify” the information you want to convey





Važnost neverbalnih znakova!



**Nonverbal communication is the way
people communicate without words.**

EITHER INTENTIONAL OR UNINTENDED!



Nonverbal vs. verbal communication



Body
language

55%



The tone of
voice

38%



Words

7%



The background features abstract geometric patterns in the corners. The top-right and bottom-left corners contain clusters of overlapping triangles and hexagons in shades of orange, red, teal, and dark blue. The text is centered in the white space between these patterns.

What nonverbal cues do you know?



NONVERBAL CUES

- 
- 01 IZRAZ LICA
 - 02 GAZE
 - 03 GESTURES
 - 04 TOUCH
 - 05 PERSONAL SPACE
 - 06 POSTURE
 - 07 PARAVERBALN SIGNS

Facial expressions

GOLDEN RULE!

Facial expressions should be changed to follow the situation and the content of the conversation!

AVOID:

- showing negative emotions , especially ANGER and BOREDOM
- overemphasized emotional reactions or excessive facial expressiveness



Eye contact and gaze

Types of Eye Contact In Conversations



Business Gaze



Social Gaze

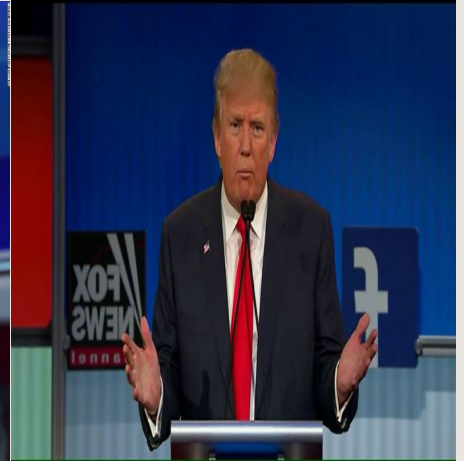


Intimate Gaze

Gestures or movements of hands



- some can clarify and some can even replace a verbal message



Touch

Touch shows affection, closeness, comfort and sometimes dominance.

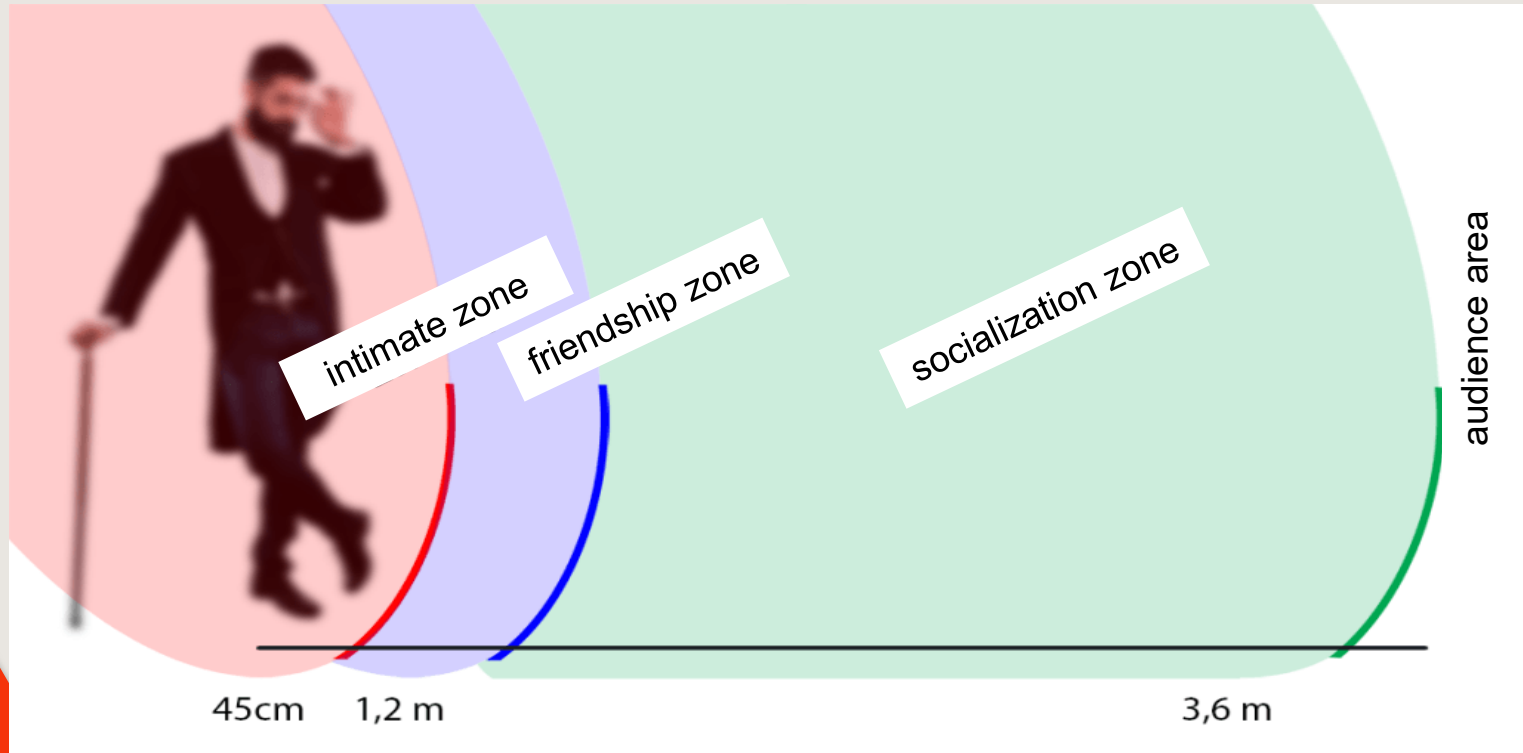
In a formal situation it is usually absent, except for **handshake**.

Cultures differ in the appropriateness of using touch in communication.



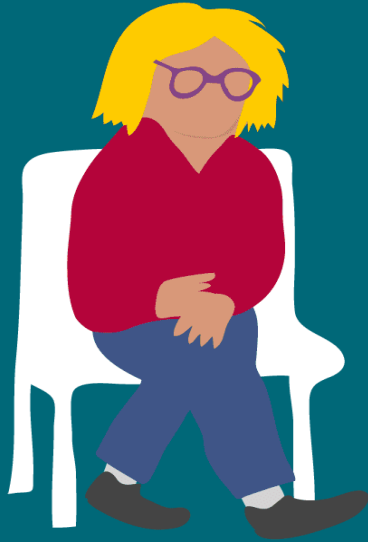


Personal space





Posture



Closed Posture
Can indicate hostility,
unfriendliness, and anxiety



Open Posture
May indicate friendliness,
openness, and willingness





Paraverbal signs

- Although the voice primarily sends a verbal message, it also serves as a means of non-verbal communication
- **Tone of voice, lowering or raising of voice, accelerated or slowed down speech, emphasizing certain words, inserted pauses, etc.** serve us to perform all the above functions that serve non-verbal behavior.



How exactly to interpret nonverbal cues?

- no nonverbal sign has a universal meaning, so we need to be careful when interpreting
- one should focus on multiple NV characters to see if they agree with each other
- one should follow both what people say and what they show
- if people say one thing and do another, the NV sign is usually more accurate because we have less control over it
- the situation and context should be taken into account



Self-presentation

Step 7: Take care of your appearance (looks)

- keep in mind that self-presentation is not only your data, your success, but also your personality, your image
- elegant and discreet clothes, neat hairstyle, high quality business accessories are an integral part of your (professional) image



- **Judging a person solely by appearance can often lead to mistakes!**

BUT...

- the clothes we wear, our hairstyle and style serve us for self-presentation
- they show how we perceive ourselves and how we would like others to see us



- **Before the presentation:**
 - think about the impression you leave with your appearance
 - get acquainted with the rules of dress on certain occasions
 - learn the meaning of “dress-code” expressions






Exercise 1

- [Good presentation vs. bad presentation](#)
- Commenting on presentations together





Exercise 2

1. Imagine that you came to an interview for a dream job in a dream company....
 2. ... Or to an interview for an Erasmus scholarship abroad
 3. They ask you "Tell us something about yourself?,"
 4. Choose one of two situations and prepare briefly for self-presentation
 5. We need two volunteers for the job situation and two for the scholarship situation
 6. One plays an interviewer, the other a candidate
 7. Others observe - part of NVB; and part of the quality of self-presentation
 8. Joint conversation
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How will communication skills help us in self-presentation?

- be aware of both your verbal and non-verbal communication - prepare in front of a mirror; friends;
- practice controlling your voice and body language
- when preparing for formal occasions, remember that it is not just verbal communication, but also non-verbal, not

**LEAVE AN IMPRESSION OF
NATURALITY AND
SUITABILITY FOR THE
SITUATION!**



Thats all for today!

