

INTRODUCING A COLLEAGUE

Basic Skills – M^a Mar Suárez Vilagran



Main aspects

- Audience / register / humor / academic ranks
- Organization: chronological vs thematic
- Time linkers → discourse organization (topic shift)
- Beginning and ending: formulaic language
- Preparing / rehearsing
- Aspects to mention: degrees / recent work history / research interests / publications / awards / praise from others / extracurricular activities