

Formal Introductions and Social Graces

Regla. There are a number of expressions for introducing people whom you know well. It is always correct to use the person's first name in the introduction.

quiero que conozcas a ____
éste es mi amigo ____

I want you to meet ____
this is my friend ____

Regla. If you have forgotten the name of the person you are introducing:

Quiero presentarte a un amigo.
Quiero que conozcas a un amigo.

I want to introduce you to a friend
I want you to meet a friend.

Regla. The person being introduced should pick up that you have forgotten his/her name and should give his/her full name:

Mucho gusto, soy ____
Encantado, ____

Pleased to meet you, I'm ____.
Delighted, ____

Regla. After introducing someone, it is customary to add some information about the person, particularly something that the two people being introduced might have in common so as to provide a starting point for some discussion.

Te presento a ____.
También es estudiante.

I would like to introduce you to ____
She's also a student.

Regla. Continue to use the people's names several times throughout the conversation. Often times people hear only their own name in the previous introduction and have forgotten the other people's names within seconds of being introduced.

Regla. Always call a person by his/her name.

Regla. When introducing two people of different social status, introduce the person of lesser status to the person of greater status by speaking to the person of greater status.

Señor Presidente, éste es mi hermano Pablo.
Pablo, esté es el presidente Washington.

Regla. Remember to use the appropriate familiar or formal forms (tú or usted) depending on whom you are introducing.

Sra. García, quiero presentarle a mi amigo Luis.
Luis, quiero presentarte a la Sra. García.