

# How to politely introduce yourself and others

How can you reject your friends' requests so politely? How to introduce myself to someone who doesn't know me? How do you think about connecting the two contacts?

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**Network administration** - Improve your social networking IQ with tips from experts on difficult situations. How can you reject your friends' requests so politely? How to introduce myself to someone who doesn't know me? How do you think about connecting the two contacts? We will get the answer in the lesson.

One of the most basic principles of social networking etiquette: You must carefully consider who you will be friends with or connect with them on services like Facebook or LinkedIn. Some people think that the person you relate to is partly reflecting on you.

However, deciding who to connect with is still quite difficult because social networks are developing quite strongly and include many people. Some people choose to connect with colleagues on Facebook, but others want to connect only with their friends or family. So in this article we will introduce you to some tips to help you become more confident when participating in social networks.

## 1. Have a friend strategy for both LinkedIn and Facebook



Before setting a standard for making friends, you should carefully consider your social network and content in that social network. For this article, we mainly focus on LinkedIn and Facebook social networks.

On LinkedIn, users don't exchange the same type of personal information as they do on Facebook. However, you should realize that the LinkedIn contacts you make are the problem.

Everything needs to be done with the company you are working with. Therefore, you will set the object that you approve of your network, whether it's on Facebook or LinkedIn.

On Facebook, some users put aside the need to be aware of their friends. Because of the strong privacy settings of social networks, they argue, can make friends with anyone and just give someone a limited access to their content. So you can allow your friends to view these photos but lock them away from other photos.

## **2. Provide a clear policy for potential contacts**

On LinkedIn, some people will connect with someone or everyone, while others only connect with personal contacts. On Facebook, some people make friends with their personal friends, but it is not easy to do so with colleagues or customers. Conversely, others don't put anything scandalous on Facebook to make sure other people don't go to their networks.

The key here is to communicate your policy clearly and consistently when people want to be friends with you on Facebook or "connect" with you on LinkedIn.

## **3. Don't ignore your friends or friends**

While you might agree to not accepting someone based on your social network friend's criteria, you need to respond to them in case this person has taken the time to write a short letter to invite friend.

The rite here is how to make people feel good, not to ignore all of them. Especially a colleague or a friend of his friend. In case of ignoring them, it needs to be considered.

You will also see a 'friend spammer', who wants to connect with someone or everyone. If someone like that sends you an invitation or there is no sign of how she or he knows you. How then, then you can be completely comfortable but ignore these people.

## **4. If the answer is No, give another option**

For those you don't approve, make another option. For example, if you say: 'I don't connect with business contacts on Facebook, so connect with me on LinkedIn or find me on Twitter,' which would be a much smarter option. .

## **5. Need to be clear when sending invitations**

We have discussed friend etiquette with the assumption that you are a person in the chosen position, but what happens if you are learning a new friend that you think they are hesitating about accepting? pros? In this case, you should explain how you know them to avoid that case.

Sometimes, a friend or a well-connected connection request may not be approved because the recipient cannot remember someone based on their memory.

You may have met someone, someone who saw you at an event or read a book that you wrote, but if they don't say so in the request, you will skip it immediately. So the clarity here needs to be a top priority.

## 6. Consider when introducing connections between your friends

In the corporate world, many people prefer to use professional matchmakers on social networks. Both Facebook and LinkedIn have this ability to suggest a friend or refer someone through a connection to the other person accordingly.

If you are introducing two people, these two people are completely ignorant of each other, then you have to understand that you have to put one of your two friends in a difficult situation (sometimes it can be said, no handy) - you have made it difficult for him or her to say no without feeling like a fool. The results show that unless you are 100% sure that the connection will be wise for both of you, you should warn your friends beforehand, via phone, email, IM or mail. own on LinkedIn or Facebook.

This has happened a lot on LinkedIn. The key to a polite rite in this case: '*Don't make people feel uncomfortable*'.

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