

GNAP

G - greeting

N - name

A - affiliation

P - purpose

GNAP is an acronym to teach students how to properly introduce themselves. It's practiced with a smile and a handshake. Here are a few samples:

"Hi, I'm Carrie. I am a junior at Lincoln High School and am here to pick up an application."

"Hi there, my name is Carrie. I'm a member of the Blaze softball team. I'm here to drop off these flyers for Randy Wilson."

"Hello, my name is Carrie. I work with Sally's Shoe Co. I'm looking to print a small catalog and am wondering who I would speak with about a price estimate."

It may seem small, but it is empowering to have a quick strategy to take charge of an introductory type situation, be it on the phone or in person.