How to introduce people?

Three steps to introduce people:
1) First, say the name of one of the people.
2) Then, say
1. a) 'I would like to introduce (the name of the other person)'
or
1. b) 'This is (the name of the other person)'
3) Finally, you can say some convenient information about each one of the people you are introducing.
Look at this example:
(BEN) - Hello, John!
(JOHN) - Hi, Ben! I would like to introduce Rachel. She is my sister. Look, Rachel, Ben is my friend from the school of music.
(BEN) - Nice to meet you, Rachel.

Sandra Besada Carramal CC BY-NC-SA

(RACHEL) - Nice to meet you too, Ben!

Creado no marco dunha licenza por formación retribuida.

CONSELLERÍA DE CULTURA, EDUCACIÓN, FORMACIÓN PROFESIONAL E UNIVERSIDADES.

XUNTA DE GALICIA