

Speech patterns

- ▶ How are you this morning/afternoon/evening?
- ▶ See you this afternoon/tonight/soon/again/later
- ▶ Sit down, please
- ▶ Listen to me
- ▶ Best regards to Mr Green

- ▶ Do you understand me?
- ▶ Come in, please
- ▶ What's your job?
- ▶ Let me introduce my colleague to you
- ▶ How do you do

- ▶ Here you are
- ▶ Nice/Glad to meet you
- ▶ What's the matter?
- ▶ It's time to have a break
- ▶ Shall we go?
- ▶ Excuse me
- ▶ All right

- ▶ Look...
- ▶ Congratulations!
- ▶ I'm glad for you
- ▶ It's late
- ▶ With pleasure
- ▶ I'm late
- ▶ This way, please
- ▶ See you tomorrow