

Greetings & Introductions



How to introduce yourself

Informal

Hi! I am ...

Hello! My name is ...

Formal

Hello! Let me introduce myself. My name is ...

Good morning / afternoon / evening.

Allow me to introduce myself. My name is ...

After introduction

Informal

Hi! Nice to meet you. – Nice to meet you too.

Hello! I am glad to meet you. –
Lovely to meet you too.

Formal

How do you do. – How do you do.

It's a pleasure to meet you. –
I am very pleased to meet you too.

How to introduce someone else

Informal

This is my friend ...

Formal

May I introduce my colleague ...

Allow me to introduce my colleague...

I would like you to meet my colleague...

How to greet someone you know

Informal

Hi! How are you? – Fine, thanks and you?

Hello! How are you doing? –
Great, thanks! How about you?

Formal

Good morning! How are you today? –
I am very well, thank you. And you?

Hello! It's nice to see you again. – And you.

How to say goodbye

Informal

I must go! Catch you later. – Ok, see you later. Bye.

I will be off now. Speak to you later. – Sure. Take care.

Formal

Goodbye. It's has been a pleasure meeting you. –
The pleasure is mine. I hope to see you again soon.

I must be on my way. It was nice seeing you again. –
Likewise. Look forward to see you again soon.

Let's practice: find the answer

1. How are you?

- a) Bad. b) Not bad. c) I complain.

2. How are things?

- a) Thanks! And you?
b) Very fine, thanks. And you?
c) Fine thanks. And you?

3. Good morning.

- a) Good morning! b) Hi! c) Hello!

Let's practice: find the answer

4. Nice to meet you.

a) Yes! It's nice. b) My name is...

c) Pleased to meet you too.

5. Introduce a person (Jen) to another person (Sue):

a) Jen, this is Sue.

b) Jen, you can meet Sue.

c) Jen, will you meet Sue.

6. Give more information about the person:

a) She is the my friend.

b) She is a friend of me.

c) She is a friend of mine.

Let's practice: find the answer

7. How do you do?

- a) Hi! b) How are you? c) How do you do?

8. What do you say to someone at 1pm?

- a) Good morning!
b) Good afternoon!
c) Good evening!

9. When you say good bye to a friend, you can say.

- a) See you later! b) Catch of later! c) Both of these.

Let's practice: find the answer

10. It's nice to see you again.

- a) And you.
- b) Great thanks!
- c) Nice to meet you too

11. Have a good weekend!

a) Thank you!

b) Same to you!

c) Take care!

12. When you meet an old friend, you can say.

a) Pleasure to meet you!

b) Have not seen you for ages!

c) Both of these.

Let's practice: find the answer

13. I hope to see you again.

- a) Ok, see you later. b) Like wise. c) I hope so, too.

14. How can you say goodbye to you colleagues when it is late:

- a) Good night!
b) Good evening!
c) Bye-bye!

15. I would like you to meet John.

- a) Take care, John!
b) You are welcome, John!
c) Nice to meet you, John!

Let's practice: find the answer

16. See you tomorrow.

- a) Glad to see you! b) Bye! c) And you.

17. What can you say if you forgot someone's name:

- a) I don't think we met!
b) What is your name?
c) Would you remind me your name?

18. How can you greet your colleague at work.

- a) Good morning! How are you today?
b) What's up!
c) Hello! How's life!