

Greetings and Introductions

WARM-UP DISCUSSION:

- How will you introduce yourself to a stranger?
- How do we greet?
- How do we start talking about ourselves?
- What are the things can we talk about?

Greetings and Responses

Formal/Business		Informal	
Formal Greetings	Formal Responses	Informal Greetings	Informal Responses
Good morning	Good morning	Hey/ Hi	Hey/ Hi
Good afternoon	Good afternoon	How are you doing?	Fine, thanks and you? Great, thanks Not too bad, thanks. Very well and you?
Good evening	Good evening	How have you been?	
Hello	Hello	How things going?	
How do you do? (for very formal situation)	Very well, thank you. How do you do?	What's up? What's new? What's going on?	
How are you?	I'm fine, thank you	How's your day? How's your day going?	
It's nice to meet you/ I'm glad/happy/pleased to meet/see you (while meeting someone for the first time)	Pleasure is mine, thank you.	Long time no see/ It's been a while (when you haven't seen someone for long time)	Yeah, same to you
		Good to see you/nice to see you (when you haven't seen someone in a while)	Yeah,thanks. Same to you , Thanks
Any other?		Any other?	

Introducing Self and Others

Introducing oneself	Introducing someone else	Making contact
Can/ May I introduce myself? My name's Peter.	Can/ May I introduce a good friend of mine? This is	Excuse me, are you Mrs ... ? - Yes, that's right.
Let me introduce myself. My name's	Have you met ... ?	Hello, you must be Mrs
I'd like to introduce myself. I'm	I'd like you to introduce	You are Mr ..., aren't you? Have we met?
I don't think we've met. I'm	I want you to meet	

➤ Good-byes

Good bye/ Bye/ See you later/ See you soon.

I must go now.

I (really) must be going.

I must be off.

I'm afraid I've got to go.

It's getting (very/ rather) late.

I'll miss my train.

They're calling my flight.

I've got some things to prepare for

I've got a lot to do this afternoon.

I want to get away before the traffic gets too bad.

I've enjoyed talking to you.

It's been (most) interesting talking to you.

It's been a very useful meeting/ nice afternoon.

Thanks for everything.

Thank you for (all) your help.

Thank you for coming.

Have a good/ safe trip/ flight. - Thank you ... (same to you).

Have a good weekend. - Same to you.

Enjoy the rest of your stay. - Same to you.

It was nice meeting you. - I really enjoyed meeting you, too.

I hope to see you again. - I hope so, too.

See you on the 13th. - See you.

I look forward to our next meeting.
 I look forward to seeing you again.
 I look forward to seeing you when you're next in London.

Examples: Greeting & Introducing Self and Others

Introducing oneself	Responses
<ul style="list-style-type: none"> - Hi, I'm Sadia. - Hello, my name's Sadia. - Good evening. My name is Sadia. - May I introduce myself? I'm Sadia. - Let me introduce myself. My name is Sadia. (Formal) - How do you do? My name is Sadia. 	<ul style="list-style-type: none"> - Hi, I'm Rana. Glad to meet you. - Hello. My name's Rana. Pleased to meet you. - Good evening. I'm Rana. How do you do? - How do you do? My name is Rana. Nice to meet you.
Introducing others	Responses
<ul style="list-style-type: none"> - Do you know Rana? - Have you met Rana? - This is a friend of mine, Rana. - This is Rana, my friend. - May I introduce our new member, Mr. Rana? - Please allow me to introduce our new friend, Rana. -I'd like you to meet Mr. Rana. 	<ul style="list-style-type: none"> - No, I don't think so. - No, I haven't. - Hi, glad to meet you. I'm Rana. - Hello, Rana. Pleased to meet you. - I'm glad to know you. - It's nice to meet you. - How do you do? It's very nice to meet you.

Read Sandy's Introductory Speech:

Good morning! I am Samina Haque. I am a sophomore Agriculture major at Sher-e-Bangla Agricultural University in Dhaka. Since my childhood, gardening and taking care of trees have been my great matter of interest, and I love to study it very much. Someday I hope to be a renowned agriculturist in the world

In most respects I am a typical young Bangladeshi woman. I live with my family in Dhaka. I have one elder brother, who recently graduated with an engineering degree from a university. My father is a civil servant and mother is a full-time housewife. I spend most of my time at home

watching TV, listening to pops, and taking care of my plants. I also love debating that is why I have become a member of our University Debate Club recently.

Though I am an introvert and tend to get nervous when making speeches, I get along with close friends and enjoy chatting with them. I am generally considered obliging and almost always willing to do what friends want.

In summary, I am an ordinary student with many dreams. One dream is that I hope to spend at least one year of my life in volunteer work. And I also hope to appear on television someday before marriage.

GRAMMAR CHECK: Present Simple Tense

- We use present simple to talk about our present situation, family, education, likes/dislikes, hobbies/interest, possessions etc.

Ex. My name is Raihana Sultana.

I am a student.

I live in Dhaka.

I am Bangladeshi.

I have two brothers and one sister.

I study at Southeast University.

I am English major.

I like/love watching movies.

I dislike/hate eating vegetables.

I love my family.

I hate liars.

- **Subject-verb agreement:**

Singular

Plural

I/you like

We like

He/she/it like

They like

- **Sentence types:** Positive, negative, interrogative (question)

Positive: I am a student

Negative: I am not a student

Interrogative: Am I a student?

Positive: I like watching movies.

Negative: I do not like watching movies.

Interrogative: Do I like watching movies?

Notes:

- ✓ When other verbs (Transitive and intransitive verbs) are present, we need to use **Do/Does** to make negative and interrogative sentences.
- ✓ When the auxiliary verb is used as the main verb, we can use the auxiliary verb to make negative and interrogative sentences.

Exercise: Use the “Me Diagram” below and write your own introductory speech and present it in front of the class.

“Me Diagram”

