

GREETINGS AND RESPONSES

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EXAMPLE OF FORMAL GREETINGS

Guided practice

Examples of Formal Greetings

"Good morning." (used when greeting someone early in the day, before noon).

- "Good afternoon." (Typically used between noon and early evening.)
- "Good evening". (Used in the evening, after about 5 or 6 PM, before going to sleep)
- "How do you do?" (A very formal greeting, often used when meeting someone for the first time.)
- "Pleased to meet you." (A formal way of acknowledging someone you are meeting for the first time.)
- "It's pleasure to meet you". (A formal way of acknowledging someone you are meeting for the first time.)
- "I hope you're doing well." (Used to show kindness and respect.)
- "Greetings" (used in a formal or semi-formal meeting, presentation, or seminar)
- "I hope this message finds you well." (A formal greeting often used in written communication)
- "It's a privilege to meet you." (formal and respectful way of expressing appreciation)
- "I hope you are having a pleasant day." (Used to show kindness and respect.)



MORE EXAMPLE

Examples:

- Good morning sir, how are you today?
- How do you do, Ma'am? My name is Pronita. It's nice to meet you. Hello, Mrs. Johnson. It's a pleasure to meet you.
- Good afternoon, Mrs. Adams. I hope you are having a pleasant day.
- Greetings, everyone. It's an honor to speak with you all today about –
- It's a privilege to meet with you. Your work has inspired so many people around the world.



INFORMAL GREETINGS

Hey (A casual greeting, good for friends, acquaintances, or anyone you're comfortable with.)

- What's up? (A friendly greeting, often used when catching up or checking in with someone you know well.)
- How's it going? (A relaxed, friendly greeting. Common with friends, coworkers, or people you're familiar with.)
- What's good? (A casual greeting, often asking what's going on or how someone is doing.)
- Long time no see! (When you haven't seen someone in a while.)
- What's new? (A friendly way to ask if there's been any change or anything interesting happening in someone's life.)
- How's everything? (A general and informal greeting to check in on someone's life.)
- Hey there! (A cheerful, friendly greeting, usually to someone you haven't seen in a bit, or just to brighten their day.)
- How's it hanging? (Very informal, used mainly with close friends or peers.) Examples:
 - You: "Hey! How's your day going?"
 - Friend: "Hey! It's going great, just been working all day."



More Example of Informal Greetings

You: "Hey! How's your day going?"

- Friend: "Hey! It's going great, just been working all day."

- You: "What's up? Been a while!"

- Friend: "Not much, just chilling. You?"

- You: "Hey, how's it going?"

- Coworker: "Good, just wrapping up this report. How about you?"

- You: "Hey, what's good?"

- Friend: "Not much, just relaxing. What about you?"

- You: "Long time no see! How've you been?"

- Friend: "I know, right? Been super busy, but things are good!"

- You: "Hey, what's new with you?"

- Friend: "Not much, just started a new job! How about you?"





More Example of Informal Greetings

You: "How's everything? How've you been?"

- Friend: "Things are good! Just keeping busy with work and life."

- You: "Hey there! How's it going?"

- Friend: "Hey! It's going well, just had a busy morning."

- You: "Hey there! How's it going?"

- Friend: "Hey! It's going well, just had a busy morning."

- You: "How's it hanging?"

- Friend: "Not bad, just relaxing. What's up with you?"

GUIDED PRACTICE

Formal		Informal	
Formal Greetings	Formal Response	Informal Greetings	Informal Response
Good Morning	Good Morning	Hey	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 things doing?	
Hello	Hello/Hi	What's up/ What's new/What's going on?	
How do you do	Very well, thank you. What about you?	How's your day? How's your day going?	
How are you?	I'm fine/ok/good. Thank you. How do you do/What about you?	Long time no see/ it's been a while(when we haven't seen someone for long time)	Yeah same to you
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	Good to see you/nice too see you(when you haven't seen someone in a while)	Yeah, thanks. Same too you.



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 soon - 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.



THANK YOU

