

Tip 1 "Greeting"

Remember!

Basic Greetings:

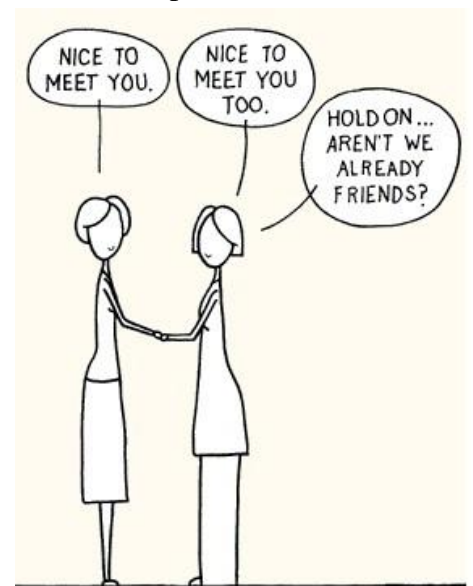
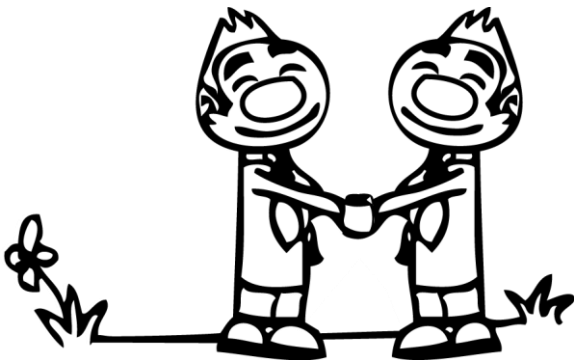
- Hi, hello.
- Good morning, good afternoon, good evening.
- How are you?
- How are you doing?
- How do you do?
- Where are you from?
- What's your name?

Responses:

- Hi, hello.
- Good morning/Good afternoon/Good evening.
- I'm fine thank you (thanks)/Okey! Thank you (thanks)/Can't complain/Not bad.
- How about you?/And you?
- How do you do? (Hello)

Introduce Yourself:

- My name is ...
- I'm ...
- Nice to meet you; I'm ...
- Pleased to meet you; I'm ...
- Let me introduce myself; I'm ...
- I'd like to introduce myself; I'm ...



Introduce Others:

- Jack, please meet Nicolas.
- Jack, have you met Nicolas?
- I'd like you to meet Liza.
- I'd like to introduce you to Betty.
- Leila, this is Barbara. Barbara this is Leila.

Useful Responses:

- Nice to meet you.
- Pleased to meet you.
- Happy to meet you.
- How do you do?

Sample Dialogue:

Alex is talking to the new manager and his assistant. Notice how they introduce themselves:

Alex:	Hi! My name is Alex Litterman, the new manager.
William:	Hi! I'm William O'Brian. Nice to meet you, Mr Alex Litterman.
John:	William, please meet Mr Steve Lynch, my assistant
Jack:	How do you do?
Nicolas:	How do you do?

