

**University Center Abdelhafid Boussouf-Mila**

**Faculty of Economics, Commercial &**

**Management Sciences**

**Lecture one: Socializing (greetings, introductions & goodbyes)**



**Addressed To first Year Students-Semester 1**

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## **1. Greetings (How to say "Hello!")**

Greetings are one of the first things we do when meeting someone. In English, how you greet someone depends on the situation (formal or informal), the time of day, and the context (meeting a friend vs. meeting a boss).

### **1.1 Informal Greetings (Casual Greetings)**

These are used with friends, family, or people you know well. They're more relaxed and friendly.

#### **"Hi!"**

The simplest and most common casual greeting. Suitable for almost any situation when you know the person.

#### **"Hey!"**

Even more informal than "Hi!" Often used with close friends or peers.

#### **"What's up?" / "What's going on?"**

These are very informal ways to greet someone, often used when you're asking how the person is doing. The usual response might be "Not much" or "Just hanging out."

#### **"How's it going?"**

A casual, friendly way to ask how someone is doing. The response might be "It's going well" or "Good, thanks."

#### **"Yo!"**

A very informal greeting, popular among younger people or in certain cultures (especially in urban areas).

### **1.2 Formal Greetings (Polite, Professional Greetings)**

These are used in more professional or formal settings, like meeting someone you don't know well, a colleague, or a superior.

### **"Good morning!"**

Used before noon, a polite way to greet someone in the early part of the day.

### **"Good afternoon!"**

This is used after noon, up until about 6 PM. It's a polite way to greet someone during the day.

### **"Good evening!"**

Typically used after 6 PM when meeting someone in the evening.

### **"How do you do?"**

A very formal greeting, often used when meeting someone for the first time in a business or professional setting. The usual response is also "How do you do?"

### **"It's a pleasure to meet you."**

A very polite and formal way to greet someone you are meeting for the first time. Often used in business or formal situations.

## **1.3 Time of Day Greetings**

Depending on when you meet someone, the time of day will influence the greeting.

**"Good morning!"** (Before noon)

**"Good afternoon!"** (From noon until around 6 PM)

**"Good evening!"** (From 6 PM onward)

**"Good night!"** (Used when you are saying goodbye in the evening, often before going to bed.)

## **2. Introductions (How to Introduce Yourself and Others)**

Introductions are important for starting a conversation with someone new. This section will teach you how to introduce yourself and ask someone else's name, how to introduce other people, and some polite questions you can ask when meeting someone new.

### **2.1 Introducing Yourself**

When meeting someone for the first time, it's polite to introduce yourself clearly.

**"Hello, my name is [Your Name]."**

This is the most straightforward way to introduce yourself. You can also say "I'm [Your Name]" if you prefer.

**"Hi, I'm [Your Name]. Nice to meet you!"**

This is a common, friendly introduction that also expresses that you're happy to meet the person.

**"Hey, I'm [Your Name]. How's it going?"**

A more informal introduction, suitable for friends or younger people.

## **2.2 Asking for Someone's Name**

When meeting someone new, it's polite to ask for their name.

**"What's your name?"**

A simple, common question to ask when you're meeting someone for the first time.

**"May I ask your name?"**

A more polite, formal way to ask someone's name.

**"How should I address you?"**

This is used when you want to know how to refer to the person (e.g., Mr., Mrs., or their first name).

## **2.3 Introducing Other People**

If you're with a group and want to introduce two people, here's how you can do it:

**"This is [Name]. [Name], this is [Name]."**

A simple way to introduce two people to each other.

**"I'd like you to meet [Name]."**

A formal introduction, often used in business settings.

**"Let me introduce you to [Name]."**

Another polite way of introducing someone.

## **2.4 Small Talk After Introductions**

Once you've introduced yourself and others, you might want to keep the conversation going with some casual questions.

**"Where are you from?"**

A simple question to ask about someone's origins or nationality.

**"What do you do?"**

A polite way to ask someone about their job or profession.

**"How do you like [city/country]?"**

A great follow-up question if you're asking someone who has recently moved to your area or who is visiting from another place.

**"What are you into?"**

A casual way to ask about someone's hobbies or interests.

**"Do you have any plans for the weekend?"**

A common small talk question to ask, especially if you're meeting someone on a Friday.

## **3. Saying Goodbye (How to Part Ways Politely)**

Knowing how to say goodbye politely is an important part of socializing. There are many ways to say goodbye, depending on the formality of the situation and how well you know the person.

### **3.1 Informal Goodbyes**

These are used when leaving friends, family, or acquaintances.

**"Goodbye!"**

The most standard way to say farewell. It's polite but can sound formal.

**"See you later!"**

A casual and friendly way to say goodbye, indicating you'll see the person again soon.

**"Take care!"**

A warm way to say goodbye, wishing the person well.

**"Catch you later!"**

Very informal, used with close friends or people you know well.

**"Have a good one!"**

A casual way to say goodbye, often used in the U.S. and Canada. It means **"Have a good day."**

### **3.2 Formal Goodbyes**

These are used when leaving a business meeting, professional gathering, or when meeting someone in a formal setting.

**"It was a pleasure meeting you."**

A polite way to say goodbye after meeting someone for the first time.

**"I look forward to seeing you again."**

This is a professional and polite way to say goodbye, suggesting that you would like to meet again in the future.

**"Thank you for your time."**

This is used in formal settings when you've been speaking with someone in a professional capacity.

**"I hope we can stay in touch."**

A polite way to say goodbye, especially in business settings where you hope to continue the relationship.

**"Until next time."**

A formal way to say goodbye, with the implication that you'll meet again soon.

### 3.3 Saying Goodbye Over the Phone or Email

Sometimes, goodbyes happen over the phone or through written communication, so it's important to know how to end a conversation politely.

**"Goodbye for now."**

Used when you're ending a phone conversation, often with a promise to talk again soon.

**"Take care, and talk to you soon."**

Commonly used in emails or phone conversations, especially when ending on a friendly note.

**"I look forward to our next conversation."**

A formal way to end a phone call or email, often used in business or professional settings.

## 4. Cultural Norms and Tips

### 4.1 Greetings in Different Contexts

**Business Meetings:** Always use a formal greeting like "Good morning" or "How do you do?" and be prepared for a firm handshake. Business etiquette tends to be more formal, especially in countries like the U.S., the UK, and Canada.

**Casual Settings:** With friends or people you know well, a simple "Hey" or "What's up?" is common. Hugging is often acceptable among close friends.

**With Strangers:** Start with a more formal greeting like "Hello" or "Good morning," and if the person feels comfortable, the conversation may become more casual.

### 4.2 Making Eye Contact

When greeting someone or saying goodbye, it's important to make eye contact. It shows that you're engaged and confident. However, in some cultures, prolonged eye contact can be considered rude or aggressive, so adjust depending on the context.

**4.3 Handshakes and Physical Contact** Handshakes are common in many cultures, especially in business settings. A firm handshake conveys confidence, but be mindful of cultural norms, as some cultures prefer softer handshakes.

Hugging is common between close friends or family members in casual settings. In formal settings, hugs are usually avoided.

### **Language review**

**Subject pronouns:** I, you, he, she, we, you, they.

**Object pronouns:** me, you, him, her, it, us, you, them.

**Possessive pronouns:** mine, yours, his, hers, ours, yours, theirs.

**Possessive adjectives:** my, your, his, her, its, ours, your, their.

**Wh questions:** what, when, where, why, who, which.