Greetings, Introductions and Leave-taking
Greetings

- Good Morning (You can say "morning" only)
- Morning , [Name of the person, people or term here] : Morning , Guys
- Good Afternoon
- Good Night
- Good Evening
- Hi /Hello
- How are you ?
- How are you doing?
- Howdy?
- How is it going?
- Hey, [Name of the person]
- Hey , What's up (You can say "What up" or say "what's up"
- Hey , Buddy
- Hey, Guys (Guys is gender neutral)
- Hey , What's going on?
- What's the new?

Useful expressions to respond greetings

- It is good to see you or good to see you
- Great
- Fine
- nothing

Useful expressions for introductions

- What's your name? My name is [Your name here]
- This is [name of a friend]
- I am [name of a friend]
- I am happy to meet you
- Nice to see you again
- Excuse me
- Thanks/Thank you
- Please
- Nice/good to meet you
- Nice meeting you too
- I am from [place, school]

Leave- takings

1. Bye /Good-Bye
2. See you
3. See You later / Later
4. See you tomorrow
5. See you in a few (In a few means in a few minutes or hours)
6. See you around
7. Take care
You can also introduce the verb "to be" so students are ready when the time to create a dialogue comes.

<table>
<thead>
<tr>
<th>Positive</th>
<th>Negative</th>
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<tbody>
<tr>
<td><strong>Long</strong></td>
<td><strong>Short</strong></td>
</tr>
<tr>
<td>I am</td>
<td>I’m</td>
</tr>
<tr>
<td>You are</td>
<td>You’re</td>
</tr>
<tr>
<td>She is</td>
<td>She’s</td>
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<tr>
<td>He is</td>
<td>He’s</td>
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<td>We are</td>
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<tr>
<td>They are</td>
<td>They’re</td>
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</tbody>
</table>
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Exchange greetings, leave takings and introductions

RESPONSES

Formal

How are you doing? I'm doing well.
How are you? I'm great. I'm fine. Great. Good.
How's it going? Great. Good.

What's new? Not much.
What's going on? Nothing much.
What's up? Nothing.

Informal

American English at State A E
INFORMAL RESPONSES to How are you?

- Fantastic!
- Couldn’t be better.
- Great.
- Pretty good.
- Things are good.
- Can’t complain.
- Okay.
- Not bad.
- I’m alright.
- Hangin’ in there.
- Been better.
- Not so great.
- Terrible.

These are responses you can use with a friend.

American English at State 🇺🇸
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GREETINGS

Formal

Hello
How are you doing?

Hi
How are you?
How’s it going?

Hey
What’s new?
What’s going on?
What’s up?

Informal

American English at State
Read the dialogue. Select the appropriate alternative to complete it.

Situation: Martha, Joseph’s nurse and Ligia, a Garden’ school secretary, are in the park. It’s 9:00 a.m. Joseph the doctor, is coming.

Martha: ________________, Joseph.

Joseph: ________________.

Martha: Joseph, this is Ligia.
Joseph: Glad to meet you.
Ligia: Nice to meet you.
Joseph: What do you do?
Ligia: I’m a teacher but I work as a secretary now. What do you do, Joseph?
Joseph: I’m a ________________.

Ligia: Well Joseph, I have to go to ________________ now.
Joseph: I go to my office but I have to go to the bank, first. ________________ later.

Girls: ________________, Joseph.

A) Good night  
B) Good evening  
C) Good morning  
D) Good afternoon

2)  
A) Hello  
B) Hi, Ligia  
C) That’s O.K.  
D) Nice meeting you

3)  
A) nurse  
B) doctor  
C) teacher  
D) secretary

4)  
A) school  
B) the park  
C) the bank  
D) the garden

5)  
A) Thanks  
B) See you  
C) Good bye  
D) Greetings

6)  
A) Thank you very much  
B) Oh! I’m sorry  
C) She’s Martha  
D) Bye
Situation: Lorena and Ester are friends. They meet in a cafeteria. Ester is coming. It’s 4:30 p.m.

Lorena: ___________________. You are 1 on time.

Ester: Yes. I wanted to be early because we haven’t seen each other for a long time.

Lorena: That’s right. Let’s talk about your family.
– Two hours later–

Ester: ___________________. I hope to 2 see you again.

Lorena: O.K. It’s time to go. I’ll have a meeting with Mr. Kent, my boss, later on.

Ester: ___________________.

Lorena: Bye.

Select the appropriate alternative to complete the previous dialogue.

1)
A) You’re late
B) Hello, dear
C) Pleased to meet you
D) I’d like to introduce you

2)
A) Hello, friend
B) How do you do
C) It was nice talking to you
D) You’re welcome again.

3)
A) So do I
B) See you
C) Bye, boss
D) I’ll see you, Mr. Kent
Look at the picture.

Situation: Nancy and Millie go to Charlie’s Café, in San José downtown and meet a friend of Nancy.

Nancy: Millie, the coffee is delicious.
Millie: Yes, that’s right.
Nancy: Oh, Kathy, How are you? This is my friend Millie. Millie, this is Kathy.
Kathy: Good afternoon.
Millie: Hi Kathy! How are you?
Kathy: Fine, thanks. Nice to meet you, Millie.
Nancy: Would you like a coffee?
Kathy: Yes, thanks.
Millie: Kathy, Where are you from?
Kathy: I live in San Pedro, and you?
Millie: I live in Tibás.
Nancy: You leave near San José.

After some minutes...

Kathy: Oh, I’m sorry. I need to go. I need to meet my friend Melissa.
Nancy and Millie: Nice meeting you, Kathy.
Kathy: Well, see you later girls.
Nancy and Millie: Good bye.

Choose the appropriate alternative to complete the sentences, from the previous text.

1) Kathy says Good Afternoon. It is around ________________.
   A) 4:25 a.m.
   B) 3:35 p.m.
   C) 10:15 p.m.
   D) 11:50 a.m.

2) Nancy introduces Millie to ________________.
   A) Kathy
   B) Nancy
   C) Charlie
   D) Melissa

3) Kathy gives her first greeting to ________________.
   A) Melissa
   B) Nancy
   C) Kathy
   D) Millie

4) Nancy and Millie say "______________" to Kathy.
   A) Good bye
   B) Yes, thanks
   C) Oh, I’m sorry
   D) Well, see you
Read the dialogue.

**Situation:** Viviana is eating an ice cream during the break at school. Dan is the son of Mr. Evans. Mr. Evans is the school teacher. Dan is coming.

Dan: ____________ are you in group 1 3A?

Viviana: Yes, I am.

Dan: I’m Dan Evans.

Viviana: ______________. I’m Viviana Jenkins. Are you ______________. the Science teacher?

Dan: Yes. Where do you live?

Viviana: ____________.

Select the appropriate alternative to complete each sentence of the previous dialogue.

1) A) Hello  
   B) Very nice  
   C) Let me introduce  
   D) Thank you very much

2) A) Bye lady  
   B) Nice to meet you  
   C) Please, take care  
   D) O.K. See you tomorrow

3) A) from Ohio  
   B) seventeen  
   C) my best friend  
   D) the son of Mr. Evans

4) A) I’m a student  
   B) I work at Maison Factory  
   C) My father’s name is Perry  
   D) Here, in Santana, on Winston Street
Read the dialogue.

**Situation:** It is 8:00 a.m. Vanessa meets her friend Nancy at school. Nancy is talking to the new girl of the class, Karla.

**Vanessa:** Nancy. How are you?

**Nancy:** Fine thanks. And you?

**Vanessa:**  

**Nancy:** Vanessa, I’d like to introduce  

**Vanessa:** Nice to meet you, Karla.

**Karla:** Nice to meet you too, Vanessa.

**Vanessa:** Is this your first day at school?

**Karla:** Yes, it is.

**Vanessa:** Where are you from?

**Karla:** I’m from Guanacaste.

**Vanessa:** girls.

**Nancy:** Good bye, Vanessa.

**Karla:** Good bye.

Choose the appropriate alternative to complete the dialogue.

1)  
A) Hi  
B) Bye  
C) Nice to meet you Vanessa  
D) I’d like to introduce you Vanessa

2)  
A) See you  
B) Good bye  
C) Fine, thank you  
D) Nice to meet you, Karla

3)  
A) Nancy  
B) you to Karla  
C) herself to you  
D) you to Vanessa

4)  
A) Hi Nancy!  
B) Good night  
C) See you later  
D) Good evening

*Match the situations in column A, with the proper expressions in column B.*
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Exchange greetings, leave takings and introductions

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
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</thead>
<tbody>
<tr>
<td>1. You greet your teacher at 1 p.m.</td>
<td>( )</td>
</tr>
<tr>
<td>2. Lita meets an old friend.</td>
<td>( )</td>
</tr>
<tr>
<td>3. A teacher greets her students.</td>
<td>( )</td>
</tr>
<tr>
<td>4. Someone opens a speech at 7 p.m.</td>
<td>( )</td>
</tr>
<tr>
<td>5. You meet your classmate.</td>
<td>( )</td>
</tr>
<tr>
<td>6. A receptionist welcomes a guest at 10 a.m.</td>
<td>( )</td>
</tr>
<tr>
<td>7. You part with a friend after school.</td>
<td>( )</td>
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<tr>
<td>8. A TV host closes her evening’s program.</td>
<td>( )</td>
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<tr>
<td>9. You end a conversation with a friend.</td>
<td>( )</td>
</tr>
<tr>
<td>10. A Mommy takes her little son to bed.</td>
<td>( )</td>
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</table>

a. Hello, Rena. Nice to see you again.
b. Thank you for joining us. Good night.
c. Sorry. I really must go now.
d. Good afternoon, ma’am.
e. Good morning, class.
f. Good evening, ladies and gentlemen.
g. Good morning, sir.
h. Good night. Sweet dream.
i. How are you today?
j. Bye. See you tomorrow.

You can cut these exchanges and ask the students to unscramble the conversation. Then they have to write it down in their notebooks.
Exchange greetings, leave takings and introductions

M: Morning Rachel
R: Morning Mike
M: How are you doing?
R: I am doing great
R: This is my friend Katlen
M: Hi Katlen, I am Mike
K: Nice to meet you Mike
M: Nice to meet you Katlen
K: Mike, Where are you from?
M: I am from Florida
M: Well, I gotta go
K: Bye Mike
R: See you later, Mike

You can cut these exchanges and ask the students to unscramble the conversation. Then they have to write it down in their notebooks.
J: Hey, How are you doing?

R: I am doing fine, How about you?

J: I am doing great

R: I am Rachael, What’s your name?

J: I am Joe, Nice to meet you

R: Nice to meet you too

J: Are you new on campus?

R: Yes I am, I come from Virginia

J: Let me show you around

R: Thanks

Read the following information to students so they complete a chart

a) My name is Linda Rodriguez, I was born on september 2nd and I am 31 years old. I live in San Pedro. My phone number is 8318-1988. I am a teacher.
b) My name is Luis Perez, I was born on May 5th. I am 28 years old. I live in Desamparados. My phone number is 8765-8764. I am a soccer player.