

Other Less formal forms of introduction

Have you met . . .

Do you know . . .

Meet my friend/mother/sweetheart/partner . . .

Keep in mind these etiquette tips:

1. Forms of address should be kept equal.

Mr. Bill Robinson should meet Ms. Maria Robles.

Not *Bill meet Ms. Robles.*

2. Always use both first and last names (family and given names).

3. If you introduced yourself, don't address the other person by their first name unless they give you permission. Continue to use Mr., Ms., Dr., etc. Some cultures and individuals prefer to use more formal forms of address, even with routine coworkers.

4. It is always helpful to give a little additional information about each person to help start a conversation after the introduction. Examples:

Wilhelmina is a fifth degree black belt.

Mr. Shin was Olympic swimmer in his younger years.

Dr. Rupert holds over 55 patents in the processes that we use here.

Etiquette Coach Reviews Proper Introductions Method



Click here to see it: <http://www.youtube.com/watch?v=GqQYS50TyfM>

2. Greetings and Responses

Greetings and responses in English are different the first time you meet someone from the second time, as are routine daily greetings from the greetings for a coworker after an absence.

English greetings are often coupled with a question about the person's well being or activities. How specific you want the enquires to be will depend on the closeness of your relationship with the person you are addressing. You will also need to determine the register (level of formality) that is appropriate for your relationship and work setting.



It is important to note that a general enquiry of someone you see *daily* is not an invitation for a detailed response. Indeed, to give a detailed response would be seen as strange and inappropriate. Adding a person's name to your greeting or response increases the formality. Courtesy requires that you return the greeter's enquiry, even if you are not really interested.

Daily Greetings and Responses with General Enquiries

Greetings	General Enquiry	Response	Register
Good Morning/ Afternoon	How are you doing?	Very well, thank you.	formal
Morning/Afternoon	How are things going?	Just fine.	neutral
Hello	How are you?	Pretty good.	neutral
Hi	How's it going?	Not bad.	informal

Example Dialog 1 (quite formal):

Ms. Yupa: **Good Morning, Mr. Anderson. How are you doing?**

Mr. Anderson: **Very well, thank you, Yupa. And how about you?**

Ms Yupa: **Fine, thank you, sir.**

Example Dialog 2 (neutral):

Ms. Yupa: **Good Morning. How are you today?**

Mr. Anderson: **Just fine. How about you?**

Ms. Yupa: **Great! Thanks.**

Specific Enquiries of People you See Regularly

If a lengthy response is given to a specific enquiry, it is less likely the responder will return an enquiry to the greeter.

Daily Greetings and Responses with Specific Enquiries

Greetings	Specific Enquiry	Response	Register
Good Morning/ Afternoon	How did the sales trip go?	Very well, thank you.	formal
Morning/Afternoon	How was the flight?	Just fine.	neutral
Hello	How was the reception?	Pretty good.	neutral
Hi	How was your weekend?	Not bad.**	informal

** EFL/ESL students should know that *Not bad* can mean *okay* or even *pretty good*.

Example Dialog 1 (quite formal):

Ms. Yupa: **Good Morning, Mr. Anderson. How did the sales trip go?**

Mr. Anderson: **Very well, thank you, Yupa.
We doubled last year's sales at the same exhibition.**

Ms Yupa: **That's good news.**

Example Dialog 2 (neutral):

Ms. Yupa: **Good Morning. How was your flight?**

Mr. Anderson: **Bumpy and very late. But it all worked out okay.**

Ms. Yupa: **That's good.**

Example Dialog 3 (informal):

Ms. Yupa: **Hi, how was the concert?**

Mr. Anderson: **It was great. We had a wonderful time. How was your weekend?**

Ms. Yupa: **Just quiet and relaxed, but that's what I wanted.**

Greeting People you don't often See

Greetings and responses will tend to be more general with people that you don't see regularly or that you see rarely. Use the table below as a guideline for those greetings.

Note that *How do you do* and *Pleased to meet you* are used only for a first meeting. See the modifications on the table.

Greeting People you have Met only Once	
Greeting	Register
It's nice to meet you again.	formal
I'm pleased to see you again.	formal
Nice to see you again.	informal
Great to see you again.	informal

Greeting People you have Met a Few Times	
Greeting	Register
It's good to meet you again.	formal
I'm pleased to see you again.	formal
Good/Nice to see you.	informal
Great to see you.	informal

Example Dialog 1 (formal):

Ms. Yupa: **Good Morning, Mr. Anderson. I'm pleased to see you again.**

Mr. Anderson: **It's good to see you again too, Ms. Yupa.**

Example Dialog 2 (informal):

Ms. Yupa: **Morning, Bob. Great to see you.**

Mr. Anderson: **You too, Supaporn.**

Question: Is the greeting to the right inappropriate? What do you think?



Activity 1: Use the table below to practice greeting people.
Practice in pairs and greet your partner, and your partner should greet you.

Conversation Plan - Activity 1			
Specific or General Enquiry	Register	Greeter Name	Responder Name & Role
General	formal	Jennifer Oh	Robert Cook, Jennifer's supervisor
Specific: Attended Madonna concert on the weekend	informal	Gale James	Lee Wah, Long-time friend
General	neutral	Michelle Richardson	Anthony Kim, equal coworker
Specific: Just returned from vacation in Europe	formal	Anton Ryan	Tabitha Thothe, Anton's supervisor
Specific: Attended a mutual friend's wedding yesterday	neutral	Miriam Nsinamwa	Teddy Lee, Miriam's supervisor

Activity 2: Use the table below to practice greeting people.
Practice in pairs and greet your partner, and your partner should greet you.

Conversation Plan - Activity 2			
Have Met	Register	Greeter Name & Role	Responder Name & Role
Only once	formal	Olan Olander	Morgan Cruck, supervisor
A few times	informal	Lindy Liu	Wanda Wie, Long-time friend
Only once	neutral	Michelle Richardson	Jerry Pierce, equal coworker
A few times	formal	Anton Ryan	Bill O'Neill, supervisor

Activity 3: Go around the room and greet your classmates using whatever register and roles you wish.