Greetings

What do all conversations have in common? They start with a greeting.

Greeting is a polite phrase or sign of welcome that we use at the very first moment of meeting someone. And it is our chance to make a positive first impression.

Meeting someone for the first time can be difficult, especially if you are an English language Learner (ELL) and it is not your first language. What should you say? What should you do? What is considered rude, and what is considered polite?

1. Formal greeting:

Formal greeting is a phrase or a sign of welcome that we use in formal settings. We use formal greeting in following situations:

1. Job interview.
2. Business meeting.
3. Communicating with top management.
4. Chatting with new colleague.
5. Speaking with your supervisor.
6. Having a conversation with a client.
7. Showing respect to older person.
8. Speaking with someone you barely know.

To greet someone formally, we may use:

1. Good morning, good afternoon and good evening.

The answer will be:

* Good morning, good afternoon and good evening

1. Hello.

* Hello

1. How are you?

* I am fine thank you.

1. How are you doing?

* I am doing well.

1. How have you been?

* I have been good.

1. How do you do?
2. It is nice to see you, or, nice to meet you.
3. I am pleased to meet you, or, I am pleased to see you.

In formal greeting, we use titles to greet other peoples like:

1. Mr. and Sir. For males.
2. Ms. , Miss. , Mrs. And madam for females.
3. Doctor and Professor for males and females.

Body language:

Body language is an important issue in formal greeting, it includes:

1. Shake hands: in most western countries a handshake is considered the most formal way to greet another. You should extend your hand, shake firmly (but not too firmly) and then release.
2. Stand up: if you are sitting when a person enters a room, it is very important to stand up. Standing up is considered a sign of showing interest and respect.
3. Make eye contact, smile and node slightly: if you were in a somber event like a funeral you should make an eye contact ( look between a person’s nose and forehead, but don’t stare directly in his/her eyes), smile and node slightly

Questions:

1. What is greeting?
2. What is formal greeting? And when to use it?
3. Greet ….
4. List body language greetings and explain their usage.