**Lecture:17**

**Business Greetings and Formal Greetings**

It’s best to begin by using formal greetings in most business situations, and then listen to how your co-workers or business partners greet you. It’s a good idea to wait until someone speaks casually with you before you speak casually with them. You may find that people will begin to use casual greetings with you over time, as you get to know each other better. Formal greetings are also used when you meet older people.

**8. Good morning, Good afternoon, or Good evening**

These are formal ways of saying “hello”, which change depending on the time of day.  Keep in mind that “good night” is only used to say “good bye”, so if you meet someone late in the day, remember to greet them with “good evening”, rather than “good night”. Good morning can be made more casual by simply saying “morning”.  You can also use “afternoon” or “evening” as informal greetings, but these are less commonly used.

**9. It’s nice to meet you or Pleased to meet you**

These greetings are formal and polite. If you say this to someone when you meet him or her for the first time, it will make you seem courteous. Remember to only use these greetings the *first* time you meet someone. Next time you see the person you can show that you remember him or her by saying “it’s nice to see you again”.

**10. How have you been?**

This greeting question is only asked by people who have already met. If someone asks you “how have you been?” they want to know if you have been well since the last time the two of you met.

**11. How do you do?**

This greeting is VERY formal, and quite uncommon, but it may still be used by some older people. The proper response is “I’m doing well” or, as strange as it seems, some people even ask “how do you do?” right back as an answer.