* ***Greeting***

|  |  |
| --- | --- |
| **Formal** | **Informal** |
| **Good morning:**  From one o'clock after midnight till noon. | -Hi  - Hello  -Morning  - evening  - night |
| **Good afternoon:**  from twelve noon till six o'clock. |
| **Good evening:**  from six o'clock pm till twelve o'clock. |
| **Good night:**  before sleeping |

* ***Goodbyes***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Goodbye | bye | See you later | See you soon | See you on Monday | See you next week |

* ***Asking how someone is***

|  |  |  |
| --- | --- | --- |
| **asking** | **answer If you are fine** | **answer If you are not fine** |
| -How are you?  -How are you doing? | -very well  - quit well  - great  - excellent | -Not well  - not fine  -I'm not fine |
|  |

* ***Introducing yourself***

When you introduce yourself, you should say your full name

and occupation:

|  |  |  |  |
| --- | --- | --- | --- |
| **Formal** | | **Informal** | |
| **Saying** | **Answer** | **Saying** | **Answer** |
| May I introduce myself ,I'm Ali Undergraduate student | -How do you do?  -Nice to meet you.  -I was looking forward to meet you. | Hi, I'm Ali and you are? | Hi, I'm Omer |

* ***Introducing other people***

You introduce the lower rank people to higher rank people by saying their full name and occupation if in work.

|  |  |  |  |
| --- | --- | --- | --- |
| **Formal** | | **Informal** | |
| **Saying** | **Answer** | **Saying** | **answer** |
| May I introduce Mrs. Jabber, he is the head of department. | -How do you do?  -Nice to meet you . | -Hi Jim this is Marry, Marry this is Jim  -Jim Marry, Marry Jim | -Hi  -Hello |

* ***Thanking***

|  |  |
| --- | --- |
| **Thanking** | |
| **Saying** | **answer** |
| -Thank you/ thanks  -Thank you very much | -You welcome  -Any time  -My pleasure  -Not at all  -Don’t mention it |

* ***Apologizing***

|  |  |
| --- | --- |
| **Apologizing** | |
| **Saying** | **answer** |
| - I’m terrible sorry  -I’m so sorry  -It was my mistake  -I’m sorry I didn’t mean it | -Don’t sorry about it  -Please don’t be  -Forget about it |

* ***Asking if someone understands you***

|  |  |  |
| --- | --- | --- |
| **Asking** | **Understanding** | **Misunderstanding** |
| -Did you get my point?  -Is it clear?  -Is it difficult?  -Is it easy? | -That is crystal clear  -Ok , I got it | -I didn’t understand that  -You lost me |

* ***Asking someone to repeat***

-Pardon?

-Sorry what did you say?

-Come again?

* ***Giving your good wishes***

-The best of luck

-I hope everything goes well

-Have fun

* ***When you want to talk to someone***

-Can I talk to you for a minute?

-Can I have a word with you?

-May I have a word with you in private?

* ***Asking for directions:***

|  |  |
| --- | --- |
| **Directions** | |
| **Asking** | **Answer** |
| -Excuse me is there a ………near here?  -how do I get to …………..?  \*(hotel/park/office/bank/  house/street/road/airport  /hospital/university/bus stop) | -walk up………the name of the street ……….  -Go up ……… the name of the street ……….  -Turn left  -It’s on the right  -Walk down  -It’s the corner of ………  -It’s between …….and……… |