



925English L001 – How to Say Hello

Hi, Tim here with our first 925English lesson! Appropriately enough, we're kicking off with a lesson on how to say hello to colleagues and customers in English.

Before we get into the lesson, let me take a second to tell you what 925English is all about and how you can use it. 925English lessons give you chunks of language and English expressions that you can use in work and business. We get straight to the point with lots of examples. We give you phrases you can say in different situations and advice on why and how we use them. Sound good? All right, let's get going.

So, it's pretty easy to greet someone in English, isn't it? We can say "good morning" or "hello" or just "hi." And we might add something like "my name is Tim Smith," or a question like "how's it going?"

But what's the difference? How do we choose which greeting to use? Well, in business, like in life, it depends on the situation. That includes *who* we're talking to and *where* we're having the conversation. So let's go through three situations and practice some appropriate ways of saying hello.

The first situation I want to practice is greeting someone you have never met before. Maybe you're at a conference, or on a flight, or walking into a meeting with a new customer. We need to be friendly but professional, right? So how do we do that?

Well, we need to start with something like "hello," "hi," or "good morning." That's the actual "hello" part of the greeting. But then we need to add something more. You can either introduce yourself, including your name and maybe your job or company. Or you could get the conversation started with a question.

And because it's someone you've just met, we avoid informal expressions. That means saying something like "how are you" instead of "how's it going."

All right, let's give this a try and practice some examples! Listen carefully to each example, then repeat the greeting yourself. Ready? Let's get started.

- Hello there. I'm Paul Fulton.
- Good morning! My name's Shelly.
- Hi. I'm Dave Hall, from Delta Enterprises.
- Good afternoon. Liz Howard. How are you today?
- How do you do? Frank Little, VP regional sales.

Great! Did you hear how we start with a greeting, then we give our name or ask a question? And sometimes we say who we work for or our job title.

So, that's how we say hello to someone. Now how can we *respond* to someone we've just met when they've said hello to us?

Well, you can begin by saying "hello," or something similar. Or, instead of hello, you might say something like "nice to meet you." And it's always a good idea to use the other person's name in your response, like "Nice to meet you Dave." After your initial greeting, then you need to introduce *yourself* with "my name is" or just "I'm," meaning "I am."

Let's practice this kind of greeting! We'll play an example, then you can repeat the greeting yourself. Ready? Let's get started:

- Nice to meet you, Tony. I'm Carolyn Summers.
- Hi Peg. My name is Kurt Lang.
- Good meeting you, Paul. I'm Gene Dupont.
- Pleasure to meet you, Frank. My name's Laura Chang.

Nice work! But how do these introductions sound in real life? Well, let's listen to a short dialog to find out. You'll hear Amber and Shelly, two women at a company party. They've never met before and they want to start a conversation. So they start with a greeting and a response to that greeting. Let's have a listen!

Amber: Hi there. I don't think we've met before. I'm Amber... from marketing.

Shelly: Oh hi, nice to meet you Amber. Shelly Davis. Sales.

Amber: A pleasure, Shelly... Quite the set-up in here isn't it?

So, did you hear how that worked? The first person started by saying hi, then she introduced herself. And the second person followed the same pattern. It's friendly and professional. And once they've done this, they can start a conversation.

Now it's your turn to practice. We'll repeat the dialog, but this time we're going to beep out the response and you can play the role of Shelly. You'll need to say "hi, nice to meet you," and your name. If you want, you can add what department you work in. Here we go:

Amber: Hi there. I don't think we've met before. I'm Amber... from marketing.

You: Oh hi, nice to meet you Amber. Shelly Davis. Sales.

Amber: A pleasure, Shelly... Quite the set-up in here isn't it?

Great work!

Now what if you already know the person? For example, if you want to greet a work colleague or a friend?

Well, this time, we can be a bit more informal. That means instead of “hello” or “good morning,” we might use “hi” or “hey.” And because we’re talking to someone we know, we don’t need to say our name. Instead, we ask a friendly little question that means something like “how are you?”

Let’s give it a try! We’ll provide some examples. Listen carefully and repeat for yourself. Ready? Let’s begin.

- Hey there Bob. How’s it going?
- Good to see you June.
- Morning Lana. What’s up?
- Oh, hi Chuck. What’s new?

Okay, just a note here on answering questions. If it’s a “how” question, like “how’s it going,” we can say “good” or “not too bad.” But if someone uses *what* in a question, we need to say something like “not much” or give them some actual information. All right?

How about a little dialog to show us how this more informal greeting sounds. We’ll hear Coby and Liz, two co-workers making small talk before a meeting. Ready?

Coby: Oh, hey Liz. How’s things?

Liz: Hi Coby. Not too bad. And you?

Coby: Hangin’ in there.

So, did you hear how that was more informal? The speakers used “hey” and “hi” and short, simple, expressions. But what does “hangin’ in there” mean? Well, it’s the same as “not too bad.” And that’s a good way to answer the informal question “how’s things?”

Now it’s your turn to practice. We’ll repeat the dialog, but this time we’re going to beep out the response and you can play the role of Liz. You’ll need to say hi, answer the question “how’s things,” and ask Coby a similar question. Here we go:

Coby: Oh, hey Liz. How’s things?

You: Hi Coby. Not too bad. And you?

Coby: Hangin’ in there.

Great! That was a packed little lesson, wasn’t it? We’ve practiced different ways to greet new people, introduce yourself, and respond to introductions. We’ve also practiced greeting friends and colleagues.

We’ll be back soon with another 925English lesson. Until then, so long and happy learning!

Language Review

A. Review Quiz

1. What could you say if you see a friend in the office?
 - a) Hello Theo. My name is Jim Byrne.
 - b) Oh hey Joan. What's up?
 - c) Hello there? I'm George Small, marketing manager.
 - d) Daniel! Good to see you. How's things?

2. Complete the following dialog with the most appropriate words:
A: Hi Ronaldo! How's it _____?
B: Not too _____ Tina. And you?
 - a) doing... pleasure...
 - b) up... good...
 - c) going... bad...
 - d) things... fine...

3. Choose the most appropriate ways to greet someone you haven't met before?
[choose all that apply]
 - a) Nice to meet you. My name's David Murphy.
 - b) Morning Amy. How's things?
 - c) It's a pleasure. I'm Neil.
 - d) Good to see you Sam. What's up?
 - e) Good afternoon. How do you do?

4. Complete the following dialog with the most appropriate words:
A: _____ morning. I'm Maurice, in sales.
B: Pleasure to _____ you. I'm Tanis.
 - a) Hello... see...
 - b) Good... meet...
 - c) Nice... have...
 - d) Hey... work with...

5. Which of the following is an appropriate answer to "What's up?" or "What's new?"
 - a) Not much.
 - b) Pretty good, thanks.
 - c) Not bad!
 - d) Fine thanks.

B. Jumbled Sentences

Put the words in the correct order to make a appropriate greetings.

1. you, / meet / nice / I'm / to / Ryan

2. it / morning / how's / Kevin, / going

3. meeting / you. / sales / good / Tom Hardy,

4. Vera / RBM / hello, / I'm / with

5. there / up / oh / Aaron, / hey / what's

Review Answers

A. Review Quiz

1. What would you say when you run into a friend in the staff room?
b) Oh hey Joan. What's up?
2. Complete the following dialog with the correct words:
c) going... bad...
3. Which of these sentences might you say to someone you haven't met before?
[choose all that apply]
a) Nice to meet you. My name's David Murphy.
c) It's a pleasure. I'm Neil.
e) Good afternoon. How do you do?
4. Complete the following dialog with the correct words:
b) Good... meet...
5. Which of the following is a correct answer to "What's up?" or "What's new?"
a) Not too much.

B. Jumbled Sentences

1. **Nice to meet you, I'm Ryan.**
2. **Morning Kevin, how's it going?**
3. **Good meeting you. Tom Hardy, sales.**
4. **Hello, I'm Vera with RBM.**
5. **Oh hey there Aaron, what's up?**