



**Formal expressions used to introduce yourself:**

What's your name? / And you are called?

I am .../ My name is....

Excuse me, but are you Mrs/Mr...?

Yes, that's right

You must be... (When you know the name)

May introduce myself? My name is .../ I'm...  
(Shake hands)

Let me introduce myself. I'm ...

I'm sorry, we haven't been introduced. My name is  
... (When you want to know the name)

Sorry, I didn't catch your name (When you don't  
hear someone's name)

How do you do?

How do you do?



**Informal expressions used for introductions:**

Hello, my name is... /I'm..., but people call me...  
(nickname) (Shake hands)

You are...?

I'm...

I'm glad to meet you / Pleased to meet you / Nice  
to meet you

Nice to meet you too.

**Introducing strangers**

(name), I don't think you've met (name).

I don't think you know (name) May I introduce you to (name)

(name), do you know (name)?

(name), I'd like you to meet (name)

*When you meet someone the first time, it is common to greet the person with "How do you do?" the correct response is "How do you do."*

*A variation is also "It's a pleasure to meet you." or "Pleased to meet you."*

*In informal situations, especially in North America, introductions are also made simply saying: "This is (name)." It is also common to just say "Hi" or "Hello" as a response in this informal setting.*

*It is also quite common to shake hands when you are introduced. After the initial introduction, hand shaking generally takes place in more formal, business situations. Otherwise, people just say "Hi".*

**Greetings**

*In English (as in all languages), there are different ways to greet people in formal and informal situations.*

**Formal Greetings: Arriving**

Good morning / afternoon / evening.

Hello (name), how are you?

Good day Sir / Madam (very formal)

**Informal Greetings: Arriving**

Hi / Hello

How are you?

What's up? (very informal)

How are you doing? (very informal)

*It's important to note that the question "How are you?" or "What's up?" doesn't necessary need a response. If you do respond, these phrases are generally expected:*

Very well, thank you. And you? (formal)

Fine / Great (informal)

**Formal Greetings: Departing**

Good morning / afternoon / evening.

It was a pleasure seeing you.



Goodbye.

*Note: After 8 p.m. - Good night.*

**Informal Greetings: Departing**

Goodbye / Bye.

See you (later).

Later (very informal)