# **CONVERSATION OPENINGS: SAYING "HELLO"**

# **FORMAL**

# INFORMAL

<ul> <li>General</li> </ul>	greetings
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- > Hello!
- Output Company of the company of
- How are you doing?
- o How is everything?
- O How's everything going?
- How have you been keeping?
- I trust that everything is well.

# • General greetings

- o Hi.
- o Yo.
- Owner: What's up?
- o What's new?
- o Good to see you.
- Nice to see you.
- Great to see you again
- O How are things (with you)?
- How's it going?
- How's life been treating vou?
- o How have you been?
- What have you been up to?

#### Possible answers

#### **Formal**

- Very well, Thank you. And you?
- o Pretty well, Thanks.
- Pretty good.
- Fine, and you?

# • Greeting a person you haven't seen for a long time

- It has been a long time.
- o It's been too long.
- What have you been up to all these years?
- It's always a pleasure to see you.
- o How long has it been?
- I'm so happy to see you again.

# Greeting a person you haven't seen for a long time

- How come I never see vou?
- o It's been a while.
- o It's been such a long time.
- Long time no see.
- Where have you been hiding?
- It's been ages since we last met.

## Possible answers

#### Informal

- Just fine.
- Not much.
- Not bad.
- The usual.
- Not bad
- Can''t complain.
- Mustn't grumble.

# CLOSING A CONVERSATION AND SAYING "GOOD-BYE"

## **FORMAL**

# INFORMAL

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- It's been nice talking to you.
- o It's been great talking with you.
- It was good to see you.
- o I really enjoyed meeting you.
- It was nice meeting you, Mr. Brown.
- I'm afraid I have to leave now.
- I'm sorry, but I have to go now.
- o it's lovely talking to you, but I must get on...
- I'm glad we've met.
- Oh, look at the time! I enjoyed talking to you so much that I nearly lost track of the time.

### Pre-Closing

- Nice seeing you.
- o I got to go now.
- o I'm afraid I have to head off now.
- I've got to be going.
- It's time I made a move.
- o I really must be running along.
- o Is that the time? I've got to go.
- It's time I left.
- I've got to get back to...
- Time to bounce.
- o I'm outy.

## Follow up

- o I'm looking forward to seeing you again.
- o I'll call you sometime to meet and catch up.
- Hope to see you, again.
- Stay in touch.
- o Stay well.
- o Be well.

## • Follow up

- o I'll give you a call.
- Talk to you later.
- Keep in touch.
- o Give me a call sometime.
- Catch up with you later.
- Catch ya later.
- Take care!
- Have a good one!
- Take it easy!

## • Closing:

Good bye.

## • Closing

o Bye.

<ul><li>Bye for now.</li><li>See ya.</li></ul>	