

CONVERSATION OPENINGS: SAYING “HELLO”

FORMAL

INFORMAL

• General greetings ○ Hello! ○ How are you? ○ How are you doing? ○ How is everything? ○ How's everything going? ○ How have you been keeping? ○ I trust that everything is well.	• General greetings ○ Hi. ○ Yo. ○ What's up? ○ What's new? ○ Good to see you. ○ Nice to see you. ○ Great to see you again ○ How are things (with you)? ○ How's it going? ○ How's life been treating you? ○ How have you been? ○ What have you been up to?	Possible answers Formal ○ Very well, Thank you. And you? ○ 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. ○ It's been too long. ○ What have you been up to all these years? ○ It's always a pleasure to see you. ○ 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 you? ○ It's been a while. ○ 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

● Pre-closing ○ It's been nice talking to you. ○ It's been great talking with you. ○ It was good to see you. ○ 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. ○ 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. ○ I got to go now. ○ I'm afraid I have to head off now. ○ I've got to be going. ○ It's time I made a move. ○ I really must be running along. ○ Is that the time? I've got to go. ○ It's time I left. ○ I've got to get back to... ○ Time to bounce. ○ I'm outy.
● Follow up ○ I'm looking forward to seeing you again. ○ I'll call you sometime to meet and catch up. ○ Hope to see you, again. ○ Stay in touch. ○ Stay well. ○ Be well.	● Follow up ○ I'll give you a call. ○ Talk to you later. ○ Keep in touch. ○ 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 ○ Bye.

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| | <ul style="list-style-type: none">○ Bye for now.○ See ya. |
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