

GREETINGS:

- Hello, .../ Hi, ...
- Good morning/ afternoon/ evening.
- Good/ Nice to see you again.
- I'm glad/ happy/ pleased to see you.
- How are you? - Fine, thanks. And you?
- How are things? - Not too bad, thanks.

INTRODUCTIONS:

- Can/ May I introduce myself? My name's Peter.
- Let me introduce myself. My name's
- I'd like to introduce myself. I'm ...
- I don't think we've met. I'm

INTRODUCING SOMEONE ELSE:

- Can/ May I introduce a good friend of mine? This is
- Have you met ... ?
- I'd like you to meet
- I want you to meet

Introductions



GOOD-BYES:

- Good bye/ Bye/ I'll say good bye/ See you later/ See you soon.
- I'm afraid I've got to go.
- I've enjoyed talking to you.
- It's been (most) interesting talking to you.
- It's been a very useful meeting/ nice afternoon.
- Thanks for everything.
- Have a good/ safe trip/ flight. - Thank you ... (same to you).
- Have a good weekend. - Same to you.
- It was nice meeting you. - I really enjoyed meeting you, too.
- I hope to see you again. - I hope so, too.

MAKING CONTACT:

Excuse me, are you Mrs ... ? - Yes, that's right.
How do you do? - How do you do?
Nice to meet you. - Nice to meet you, too.

USEFUL EXPRESSIONS:

- Excuse me. (Perdón.)
- I don't understand. (No entiendo.)
- Can you repeat, please? (¿Puedes repetir por favor?)
- Can you speak slower, please? (¿Puedes hablar más despacio por favor?)
- Thank you very much! (¡Muchas gracias!)
- You're welcome. (De nada.)