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Foreign Language 1 (English)
(1st Semester)



LESSON 01

SOCIALIZING

(Greetings, Introductions & Goodbyes)



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Greetings and **Introductions** play a fundamental role in our daily interactions. Whether it is meeting someone new or reconnecting with a familiar face.

Greetings allow us to acknowledge and express our goodwill towards others, while **introductions** provide an opportunity to establish our identity and create a connection.

In this course, learners will learn how **to greet, introduce, and say goodbye** to others in both official (**Formal**) and casual (**Informal**) settings.

(**Formal**: is regarded as more polite and used in situations where we don't know the person; **Informal**: is used when we're talking to friends or people we know well).

1- Greetings:

We should greet each other when we meet someone or a group of individuals for the first time. These greets varies according on culture and the context of the relationship that exists among people or groups. The table below contains several words and expressions that can be used to greet someone, as well as some answers to each expression.

Formal greetings		Informal greetings	
Word or phrase	Sample response	Word or phrase	Sample response
Hello, / Hello Mr./ Mrs./Miss./Ms.	Hello.	Hey. / Hi.	Hey. / Hi.
Good morning/afternoon/ evening/ night	Good morning/afternoon/ evening/ night	How are things? How's everything?	Good.
How are you?	Fine. Thank you. And you?	How's it going with you?	Not bad/great ...
How do you do?	How do you do?	What's up? What's new? What's going on?	Nothing/ nothing much/ nothing Special/intersting

‘Good morning’ is **used until noon** after which one uses **‘Good afternoon’** until 4 pm, Anytime after 4 pm we say **‘Good evening’** even if the time is not evening but night. **‘Good night’** is used at **leave taking** after the evening.

The phrase **‘How do you do?’** is not a real question. It is a formal greeting used only when meeting someone for the first time, and the standard reply is **‘How do you do?’** not for example: **‘Fine, thank you’**.

Example:

A- Hello, Mr. Nadji. How are you? ----- B- I’m very well thank you. And you? ...(**formal**)

A- Hi, Nadji. How are things?----- B- Oh fine. You know how it is.(**informal**)



Slang Greetings:



Some “Slang” Greetings in English:	Origins:
Yo!	U.S, It comes from 1990’s hip-hop slang
Are you OK? / You alright? / Alright mate?	Common in Britain
Howdy!	Informal abbreviation of “how do you do?”
Sup? / Whazzup?	Abbreviations of “what’s up?”
G’day mate!	Australian abbreviation of “good day.”
Hiya!	short for “how are you?”,



Exercise 01:

Complete the following table with appropriate phrases:

	Greeting	Response
1	Hey Ahmad, how is it going?	Not bad/Just good/Great
2	How are you ?	Fine. Thank you, and you?
3	Sup!. What's up ? What's new. What's going on ? Whazzup ?	Mmm, nothing special.
4	How are things?	Good, You know how it is
5	Hello Mr. Ahmad	Hello Mr. Bilel
6	What's going on?	Nothing mush, Nothing special, Nothing interesting
7	How's life?	Great, Good, not bad
8	Good morning.	Good morning.
9	How's your day going?	You know how it is, Great, just fine



A group of people are sitting around a large wooden table in a meeting. On the table are several items: a laptop, a tablet, a notebook, a smartphone, and a small potted plant. One person is pointing at the laptop screen. The background is a plain wall.

2- Introductions:

Greetings are often accompanied by introductions in which you introduce yourself or the person or people accompanying you.

There are many places and situations in which we need to introduce ourselves or introduce others, such as: the classroom, a new job, a job interview, a social event, a scientific event...etc. So knowing the context and audience is very important in these cases.

In informal social situations, we can introduce ourselves casually and without any considerations. But in the business world and in formal situations, introductions depend on a person's rank or position in the organization, where the person with the highest position is introduced first and the others follow in the order of their position from the highest to the lowest one.

If you introduce two people of equal rank to each other, the person you know less should be introduced to the person you know better.



2-1 Introducing yourself:

To introduce yourself properly you must tell some necessary information and things about yourself. Some are considered basics and others are just options.

The basics	The options
<p>1. Greetings: (Formal or informal as we have seen above).</p> <p>2. Name:</p> <ul style="list-style-type: none">- I am (I'm)..., My name is (My name's) ...- This is... (Especially on the telephone / online meetings....). <p>3. Location: (Where are you from, where are you living)</p> <ul style="list-style-type: none">- I'm from..., I come from...- I was born in...and grew up/ raised in..., but now I live in...- I'm originally from..., but I'm now based in...	<p>4. Position and job:</p> <ul style="list-style-type: none">- I work at/for..."<i>company name</i>", I work in..."<i>general area</i>".- I work as a/an..." <i>manager/accountant/teacher/doctor</i>..." <p>5. Qualifications: (Especially in job interview)</p> <ul style="list-style-type: none">- I have Baccalaureate degree (diploma) from...secondary/high school.- Now, I'm studying <i>Economics</i> at Souk Ahras University.- I have bachelor of arts degree in..."<i>marketing/management</i>"... <p>6. Experience:</p> <ul style="list-style-type: none">- I have ...years of experience in- I have worked in the.... field for...years. <p>7. Family:</p> <ul style="list-style-type: none">- I'm from a family of ..., / I'm one of siblings. <p>8. Hobbies:</p> <ul style="list-style-type: none">- I really like <i>running/cooking/swimming</i>...- I really enjoy <i>drawing/watching movies</i>...- I'm a big fan of... <p>9. Age:</p> <ul style="list-style-type: none">- I'm ... years old. / - I'm in my early/mid/late + <i>decade</i>. <p>10. Fun facts:</p> <ul style="list-style-type: none">- An interesting fear. / A weird like or dislike. / A strange achievement or extraordinary experience

Example:

Good morning everyone. My name is Ahmed, I am 22 years old. I am from a family of six. I'm originally from Algiers, but I live in Annaba City. I'm studying Economics at Badji Mokhtar - Annaba University, and I'm taking English courses at the Intensive Languages Teaching Center (CEIL) at the same university, I have three years of experience in marketing and sales. I really like swimming, I am a big fan of cinema and music, equally I love driving crazy fast.



2-2 Introducing others:

At social or professional events, we usually meet new people, and then you may be **introduced** to unknown people through someone you **already know**. Likewise, you will need to **introduce other unknown people** to your family members, friends, or colleagues. To introduce someone, you must give **some details** about him, such as his name, place of origin, place of residence, occupation or studies, qualifications or hobbies...etc.

Formal	Informal
<p>When you are in a formal situation, you should use formal language such as the following expressions:</p> <ul style="list-style-type: none">- Would you please allow me to introduce...- I would like to introduce you to...- May I introduce...- Please let me introduce you to...	<p>In an informal setting, introducing others is often made simply by saying: 'This is (name). You don't need to be that careful about what you say as you need to be in a formal context.</p>

Examples:

Formal	Informal
<p>Hello everybody! I would like to introduce our new manager, Raphael Johnson. He is a Cambridge graduate in management studies, he is a great soccer player, and a big fan of computing technology.</p>	<p>Ahmad: Sami, this is Adam. Sami: Hi, nice to meet you. Adam: Nice to meet you too. Ahmad: Adam is my neighbor.</p>



2-3 Small talk:

When you meet someone especially for work, it is important to have a short social conversation about common interests before you begin to work. This is called 'small talk'.

Small talk refers to an informal, polite conversation that often focuses on unimportant or trivial topics. While such social transactions focus on inconsequential topics, they serve as important ways to build rapport, connection, and relationships.

In the table below, there are some topics to avoid in small talk, and some topics to use:

Best Topics



- Weather
- Arts and entertainment
- Sports
- Family
- Food
- Work
- Travel
- Celebrity gossip
- Hobbies
- Hometown

Worst Topics



- Finances
- Politics and religion
- Death
- Appearance
- Personal gossip
- Offensive jokes
- Narrow topics
- Past relationships
- Health



Example:

“Mr. Ahmed” is an Algerian businessman. He has a business meeting with a British businessman named “Mr. Raphael.” On the way to the meeting place, the following conversation took place between them.

Mr. Ahmad: it’s a lovely weather today! Isn’t it?

Mr. Raphael: Yes. It is indeed.

Mr. Ahmad: how was your flight?

Mr. Raphael: it was very good. Thank you.

Mr. Ahmad: Is this your first visit to Algeria?

Mr. Raphael: No. it isn’t. I first came here ten years ago for a Trade Fair.

Mr. Ahmad: Would you like something to drink before we start the meeting?

Mr. Raphael: No. thank you.

Mr. Ahmad: So let get down to business.



3- Goodbyes:

When you leave someone, there are many words or phrases you can say to them. You can choose a formal or informal farewell depending on the type of relationship with that person.

The table below includes some of these words or phrases, along with sample answers.

<i>Formal goodbyes</i>		<i>Informal goodbyes</i>	
<i>Word or phrase</i>	<i>Sample response</i>	<i>Word or phrase</i>	<i>Sample response</i>
Goodbye. Good day/ night.	Goodbye. Good day/ night.	Bye / bye-bye. Bye for now.	Bye / bye-bye
Have a good (nice) day/weekend/ time!	Thank you. You too.	See you (ya). See you (ya) later. I gotta go. So long! friends (folks). Bye.	See you (ya) See you (ya) later. Bye.
It was nice (pleasure) to meet (see) you.	It was nice to meet (see) you too.	I'm off.	Ok. Bye.
I look forward to see you again.	Same to me.	Take care. Take it easy.	You too.



Exercise 02:

Do you use formal (F) or informal (I) language with the following people? Write (F) or (I) in the brackets?

1. Your grandmother (I)
2. Your colleague in the office (I)
3. Your classmate (I)
4. Your friends (I)
5. Your cousin (I)
6. Your uncle (I)
7. A stranger you meet on the Railway station (F)
8. Someone you meet on the plane (F)
9. Your teachers (F)
10. Your neighbor's son (I)
11. Your doctor (F)



Exercise 03:

Classify the following statements as they fit in the table below:

N°	Statements	Greetings	Introductions	Goodbyes
1	Hello			
2	Have a good day			
3	This is my friend Adam			
4	What's up?			
5	Hi			
6	My name is Jeason			
7	Take care			
8	Alright mate?			
9	May I introduce you to my boss?			
10	Take it easy			
11	Sup?			
12	Good day			
13	How do you do?			
14	Long time no see!			

