

## INTRODUCTIONS

### Introducing someone to someone else

I'd like you to meet my friend Mary.  
I'd like you to meet Mary.  
This is my friend Mary.  
John, (this is) Mary. Mary, John.  
Mary, have you met John?  
Mary, do you know John?  
Mary, shake hands with John Jones.

Do you two know each other?  
Have you met?  
Have you two been introduced?  
Haven't you been introduced?  
Oh, I'm sorry; how silly of me. This is Mary.  
Mary, John is the guy I was telling you about. (infml)  
You two have a lot in common.

### When you have just been introduced to someone

Good to meet you.  
Nice to meet you.  
Nice meeting you.  
How nice to meet you. (fml)  
How very nice to meet you. (fml)  
What a pleasure to meet you. (fml)  
It's a pleasure to have finally met you. (fml)

I am pleased to make your acquaintance. (fml)  
I'm happy to meet you.  
I'm glad to meet you.  
Glad to meet you.  
Charmed. (fml)  
A pleasure. (fml)

### After you have been introduced to someone

I've been wanting to meet you for some time.  
John has told me all about you.  
John has told me so much about you.  
I've heard so much about you.

I've heard so much about you I feel I know you already.  
So we finally meet face-to face.  
I'm sorry, what was your name again?  
I didn't catch your name. I'm terrible at names.

### Asking how someone is

How are you?  
How's your family?  
How are you doing?  
How are you doing today?  
How you doing?  
Are you doing OK?

How are you feeling?  
How you feeling?  
Are you feeling better today?  
How have you been?  
How you been?

### Asking someone how things are going

How're things?  
How're things with you?  
How're things going?  
How's with you?  
How's by you? (slang)  
How's business?  
How's tricks. (slang)

How's everything?  
How's everything going?  
How's it going?  
How goes it?  
How goes it with you?  
How are you getting on?  
How are you getting along?

## ENDING A CONVERSATIONS

### Signalling the end of a conversation

Oh, look at the time?  
It's getting later.  
Well, Tom, it's really good to see you, but I really must go.  
It's been fun talking to you.

(It's been) nice chatting with you.  
It's so good to see you again.  
We have to make plans to get together sometime.  
Let's do lunch sometime.

### Ending a conversation abruptly

I'm going to have to run.  
I'm all out of time. I'll have to say good-bye now.  
Look at the time. I really must go.  
It's been great talking to you, but I have to go.

Wow! I'm late. Look, I'll call you.  
Sorry, but I have to leave now.  
Let's continue this another time. I really must go.

## **GOOD-BYES**

Good-bye.  
Bye  
Bye-bye.  
So long.  
Ciao.  
Good night.  
Good-bye until later.  
Good-bye until next time.  
Good-bye for now.  
See you later.  
Later. ((infml))  
I'll try to catch you later.

I'll catch you later.  
Catch you later.  
I'll talk to you soon.  
I'll be seeing you.  
I'll see you realy soon.  
See you.  
See ya. (infml)  
See you soon.  
See you real soon. (infml)  
See you around  
See you in a little while.  
See you tomorrow.

## **Taking leave of someone**

Good running into you.  
Nice running into you.  
Nice talking to you.  
Take care.  
(It was) good/nice to see you.

Nice meeting you.  
It was a pleasure meeting you. (fml)  
It is a pleasure to have met you. (fml)  
It's been a real pleasure. (fml)

## **Leaving a place**

Are we ready to leave?  
Are you about finished?

Are you ready to go?  
Ready to go?

## **Making plans to keep in touch with someone**

I'll call you when I get home.  
Call when you get there.  
Don't forget to call.  
Write me.

Let's write.  
Let's do lunch.  
I'll be in touch.  
Let's keep in touch.

## **GREETINGS**

### **Simple greetings**

Hi! Hello! Hello!  
How are you?  
How's it going?  
How's it been?  
How is everything?  
How's everything?  
How have you been?

How've you been?  
How you been? (infml)  
What's new? (infml)  
What's up? (infml)  
What's happening? (slang)  
What's going on? (slang)

## **Expressing surprise at meeting someone**

What a surprise to meet you here!  
Never thought I'd see you here!

Have you been keeping busy?  
You been keeping busy?

## **After you have greeted someone**

We seem to keep running into each other.  
Haven't we met before?  
Didn't we meet at that party last week?

I'm sorry; I've forgotten your name.  
I've been meaning to call you.

