

Lesson 1: It's Nice to Meet You!

Lesson Objective

By the end of this lesson, you will be able to:

- ✓ Introduce yourself and a friend in both formal and informal situation
- ✓ Saying hello and goodbye
- ✓ Asking for names and phone numbers

When meeting with new people, the first thing to do is to introduce yourself.

But before you do so, you'll need to understand what kind of situation you are in: is it formal or informal situation?

- Are we in a formal business meeting? Are we hanging out with friends?
Gathering with family?
- Who are we talking to? Is it a friend? A colleague? Our customer? Business partner?

You can follow these 3 steps:



Greeting

Greeting is the very first step to do when we want to introduce ourselves, or even when we meet the people that we may already know. When we greet someone, the purpose is to open the conversation.

Formal Expression of Greeting

We may use these formal expressions to greet people in situations such as formal business meeting, hotel reception, taking orders in the restaurant:

- Hi!
- Hello!
- Good morning! (5 AM to 11 AM)
- Good afternoon! (11 AM to 6 PM)
- Good evening! (6 PM to 4 AM)

What about good night?

'Good night' is only used when we leave, say goodbye, or before we go to sleep. **Not to greet people when we meet them.**

Informal Expression of Greeting

We may use these expressions to open the conversation between friends in casual events:

- *Hi, hey*
- *What's up?*
- *How is it going?*
- *How are you doing?*
- *What's new?*

These informal greetings can be used between close friends, families, or in parties and when hanging out.

Introduction

After we say our greeting, introduction will come as the next step. In this part, we may tell information about ourselves, such as our name, our occupation, where we are from, etc. The goal of this part is to get to know our new friends better, and to have better connection with them.

To start the introduction, here are some expressions that we can use:

- *Let me introduce myself, my name is...*
- *I would like to introduce myself; my name is...*

Is saying our name enough? Of course not! You may share other information about you. This is what will make it unforgettable!

Job

I am a/an ...
I work as a/an ...
I work for/work in
(company/place)
I earn my living as a/an ...
I have been working as
for years

Origin

I'm from ...
I come from ...
I'm originally from ...
I was born in
My hometown is ...

Hobby

I like/love/enjoy ...
I am interested in ...
I am good at ...
My hobbies are/hobby is...
My passion is ...

Formal and Informal Introduction

What is the difference between formal and informal introduction?

Similarity	Difference
Objective	Context and situation
Structure of introduction	Phrases and expressions

Example for formal introduction:

“Good afternoon! Let me introduce myself. My name is Martin. I am a receptionist in Hotel Starry Night. I have worked in the hotel for 2 years. My hobby is reading comic books.”

Example for informal (casual) introduction:

“Hi, I’m Martin from Jakarta. I’m a receptionist in Hotel Starry Night. Nice to meet you.”

Useful expressions:

	Formal	Informal
Greetings	Hello How are you? Good morning/afternoon/evening	How is it going? How are you doing? What’s new? What’s up?
Responses	I’m fine I’m very well, thank you Good morning/afternoon/evening	Good Never better Nothing much Fine, thanks
Introduction	I would like (I’d like) to introduce myself ... Nice to meet you It’s a pleasure to meet you	I’m... My name’s...

Asking for further details

During the conversation, after we make a good connection, we may also ask our new friend for their personal details to keep in touch, like their email address, phone number, or social media account.

Useful phrases:

- *Let's keep in touch!*
- *May I have your email address/phone number?*
- *Let's continue our talk in ... (email/phone)*

Compliment goes a long way!

In a conversation, don't forget to also compliment your new friend. Tell them good things about their country, their name, or the way they dress up.

Closing

You may finish your self-introduction with these expressions:

- *That's all from me, thank you*
- *Nice to meet you*
- *Pleasure to meet you*

While in a conversation and you have to leave, you can politely end the conversation:

- *Unfortunately, I have to go now*
- *Anyway, I have work to do*
- *I'll need to see you later*

Now that you know all three elements in a good introduction, read the following dialogue:

Shinta : Good morning, sir.

Richard : Good morning.

Shinta : Let me introduce myself, sir. My name is Shinta. I live around here.

Richard : Nice to meet you, Shinta. I'm Richard.

Shinta : Nice to meet you too, Mr. Richard. Where do you come from?

Richard : I'm from Brazil.

Shinta : Wow. Brazil is well-known for the football team.

Richard : You're right. Do you like football?

Shinta : Yes, I do. My family love watching football.

Richard : I hope you can visit Brazil someday.

Shinta : I hope so.

Richard: What do you do, Shinta?

Shinta : I'm a shopkeeper. My shop is over there. You can come and see for some souvenirs if you want.

Richard : Nice. I'll visit your shop tomorrow.

Shinta : Well, it's very nice to talk with you, sir. Unfortunately, I have something to do now. How can I get in touch with you?

Richard : Oh, you can contact me by e-mail. Here is my e-mail address.

Shinta : Thank you, Mr. Richard. Good bye.

Richard : Bye, Shinta.

Exercise I

Chose A, B, C, or D for the correct answer.

1. Sela : Good morning.
Markus: Good morning, Sela. I'm Markus.
The statement that best complete the conversation above is ...
A. Hello, Markus
B. I know Sela
C. My name is Sela
D. Are you okay?
2. Liza : My name is Liza. I live in Pontianak.
Mario : Hi, Liza. My name is Mario. I'm from Medan.
The statement that best complete the conversation above is ...
A. Let me introduce myself
B. Can you introduce yourself?
C. Good afternoon
D. Good bye
3. Dani:
Doni: I'm fine. Thanks. What about you?
Dani: Never better.
The blanks in the conversation above can be completed by these questions, **except** ...
A. What's up?
B. How is it going?
C. How are you doing?
D. What are doing?
4. Shirley : Hello, my name is Shirley.
Simon : Hello, Shirley. I'm Simon. Nice to meet you.
Shirley :
The statement that best complete the conversation above is ...
A. I'm good
B. I want to meet him
C. You are a nice man
D. Nice to meet you, too
5. Nadia : are you?
Zara : I'm seventeen years old.
Phrase that best complete the conversation above is ...
A. How is
B. How old
C. What number
D. What is

6. Audrey : ... are you from?
 Andre : I am from Bekasi.
 Word that best completes the conversation above is ...
 A. Where
 B. When
 C. Why
 D. Who
7. Pretty : Where do you ... ?
 Betty : I live at Merdeka street.
 Word that best completes the conversation above is ...
 A. go
 B. fine
 C. life
 D. live
8. Kim : What do you do, Retno?
 Retno : as a tour guide at Prambanan Temple.
 The statement that best complete the conversation above is ...
 A. I do some jobs
 B. I do it myself
 C. I work
 D. She works
9. Diego :
 Denim : Sure. You can reach me at 088856.
 The statement that best complete the conversation above is ...
 A. Let's keep in touch.
 B. Let's have a meeting.
 C. I will give you my phone number.
 D. Can I have your e-mail address?
10. Chris : See you, Mary.
 Mary : Bye, Chris.
 Statement that best completes the conversation above is ...
 A. I'll see you later
 B. Let me introduce myself
 C. I need to go now
 D. Unfortunately, I don't have anything to do

1. C
 2. A
 3. D
 4. D
 5. B
 6. A
 7. D
 8. C
 9. A
 10. C