

EMPLOYABILITY SKILLS

(Class IX)

Common to All Sectors



PSS Central Institute of Vocational Education
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UNIT 1 : COMMUNICATION SKILLS

Session 7 : Greetings and Introductions

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Session Objectives

The students will be able to:

- ❑ Greet people formally and informally;
- ❑ Introduce yourself to other people; and
- ❑ Introduce other people to friends.

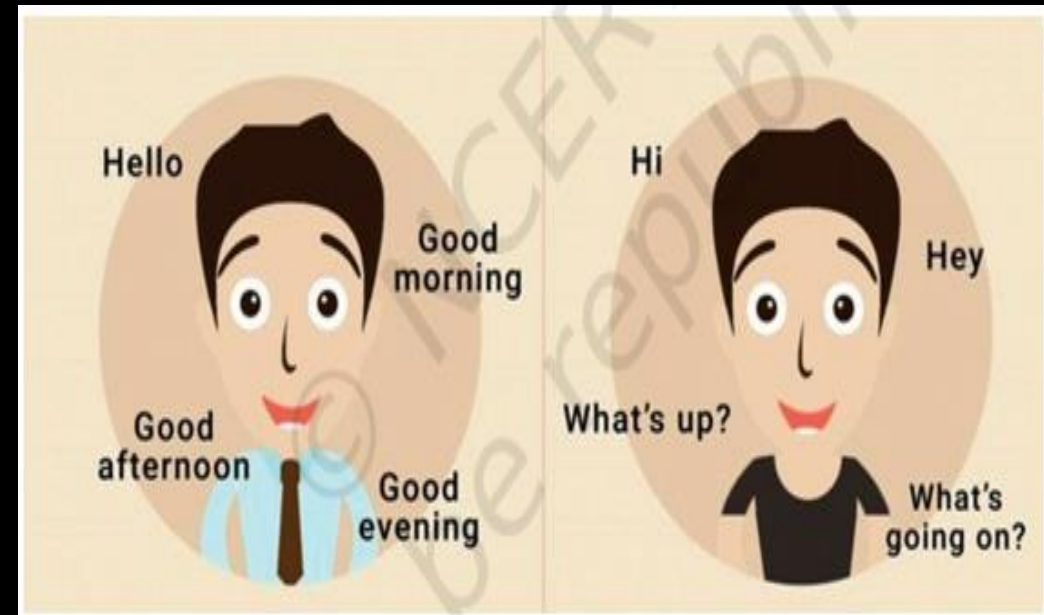
Greetings

We use certain words called ‘Greetings’ before we start talking to friends, people familiar to us, or people whom we are meeting for the first time.



Greetings

- ❑ The greeting and reply to a greeting at work is different from the greeting and reply given to a friend.
- ❑ The greetings change depending upon who we are talking to and even according to the time of the day.
- ❑ Greetings help us start a conversation nicely.



Formal Greetings

- ❑ Formal greetings are used if you do not know the person.
- ❑ It is generally used to greet senior, elderly people or people with whom we have formal relations, like teachers or customers.
- ❑ This is used more often in schools, colleges and offices.

Greeting	Reply
Good morning everybody!	Good morning, Ma'am!
Good morning, Sir!	Good morning, everyone!
Hello Sir. How are you?	Very well. Thank you! How are you?
How are you Tina?	I'm doing well. How are you, Sir?

Informal Greetings

Informal greetings are used when you talk to friends, family or a known person.

Greeting	Reply
Hey!	Hello or Hi!
Hey! How are you doing?	Hi! I am doing great!
Hi!	Good to meet you.

Greetings according to Time

In English language, we also greet people according to the time of the day, when we meet them. The timings and the greetings are given in the table.

Time	Greeting
From early morning to 11.59 am	Good morning
12 pm to about 5 pm (afternoon hours)	Good afternoon
5 pm to midnight	Good evening (We usually do not greet people by saying Good night even if it is night. We say Good night at the end of conversation.)

Introducing Yourself to Others

- ❑ When you are meeting someone for the first time, or if others want to know about you, you need to **'Introduce'** yourself.
- ❑ You can do this by telling your name and some general information, like about your hometown, subjects that you are studying as a student, your interests, etc.
- ❑ When introducing yourself, remember to look at the other person and smile. Some examples are shown in the figure below.



Introducing Others

We can introduce someone to others by telling their name, what they do, how we know them, or even by describing something interesting about them. One example is shown here in the figure.



Summary

In this session, you have learnt about how to greet people formally and informally, greeting according to time, introducing yourself to other people and introducing other people to your friends.

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