

Meeting People and Meeting People Again

Stand up and go around roleplaying meeting people in the room, imagining it is the first time you have met (even you have had previous contact by email etc.)

Do the same, but imagining you are meeting again.

Brainstorm things to say in each of those situations.

Without looking at the worksheet below, listen to your teacher and hold up the correct card depending on whether what you hear is someone you say when you meet someone face to face for the very first time (1st) or when you meet someone for a second or subsequent time (Again).

Decide if the language in each section below is for meeting people the first time (1st) or meeting people again (Again) (usually at the beginning of the conversation, but sometimes at the end).

- (It's) (very) nice to meet you.
- Delighted to meet you.
- How do you do?
- Pleased to meet you.
- It's a pleasure to meet you.

- It's great to see you (again).
- It's lovely to see you (again).
- It's so nice to see you (again).

- Ah, so your office is in...
- ... department? Does that mean you work with...?
- Sorry, how do you pronounce your family name?

- Are you still...?
- Did you have a good weekend?
- Did you see the match (last night)?
- Did you remember the route?

- Can I ask your name, please?
- I'm sorry, I didn't catch your name.
- And you are?

- Give my love to (name).
- It was great to see you (again).
- It was really nice to catch up.

- I don't know if you remember me, but...
- (name)? It's (name). We...
- I'm really sorry, what was your name again?
- It was so nice to see you (again).
- It's been lovely to see you (again).

- Good afternoon. I have an appointment with (name).
- Hi, I'm here to see (name).
- I'm supposed to meet (name). Is that you (by any chance)?

- Here's my business card.
- Do you have a business card (on you)?
- Perhaps we should exchange business cards.
- It's (all) written on my business card.
- I have a business card with me (somewhere).
- Let me just get my business cards./ Just a moment while I find my business cards.

- How's it going?
- How are things?
- How's life?

- How are your family?
- How's business?
- How's work?

- I don't think we've been introduced.
- I don't think we've met.

- Is anyone sitting here?/ Is this seat free?
- Is this the right place for...?

- It was a pleasure to meet you.
- It was nice meeting you.
- It was so nice to finally meet you (face to face).
- I hope we have the chance to meet again soon.
- It's been really interesting talking to you.

- It's so nice to (finally) meet you
- I've been looking forward to meeting you. I've heard so much about you.

- I'm..., by the way.
- I forgot to introduce myself. I'm...

- Long time no see.
- How have you been?
- It's (name), right? It's (name). We...

- May I introduce myself?
- I should probably introduce myself.

- My name is (name) and I...
- Please call me (name).

- We've emailed each other but...
- We've spoken many times on the phone, but...
- It's so nice to finally meet you (face to face).

- What do you do?
- Do you work near here?

- What are you working on at the moment?
- What are you doing here?

- You must be (name).
- Excuse me, are you (name)?
- I'm sorry. Are you (name)?

Meeting people and meeting people again
Cards for students to hold up

1 st	Again	1 st	Again
1st	Again	1st	Again
1 st	Again	1 st	Again
1st	Again	1st	Again
1 st	Again	1 st	Again
1st	Again	1st	Again

Brainstorm at least two of each of these categories into the spaces below

Meeting for the first time

Starting conversations

Starting the conversation/ Leading into an introduction

Checking if it's the person that you think it is

Meeting someone who you've had other contact with

Giving your name

Asking names

Expressions meaning "Nice to meet you"

Discussing business cards

Making conversation

Ending

Meeting again
Starting conversations
Expressions meaning “Nice to see you (again)”

Meeting again after a long time

Expressions meaning “How are you?”

Making conversation

Ending

Suggested answers

Meeting for the first time

Starting the conversation/ Leading into an introduction

- Is anyone sitting here?/ Is this seat free?
- Is this the right place for...?
- I don't think we've been introduced.
- I don't think we've met.
- May I introduce myself?
- I should probably introduce myself.

Checking if it's the person that you think it is

- Good afternoon. I have an appointment with (name).
- Hi, I'm here to see (name).
- I'm supposed meet (name). Is that you (by any chance)?
- You must be (name).
- Excuse me, are you (name)?
- I'm sorry. Are you (name)?

Meeting someone who you've had other contact with

- We've emailed each other but...
- We've spoken many times on the phone, but...
- It's so nice to finally meet you (face to face).

Giving your name

- My name is (name) and I...
- Please call me (name).
- I'm..., by the way.
- I forgot to introduce myself. I'm...

Asking names

- Can I ask your name, please?
- I'm sorry, I didn't catch your name.
- And you are?

Expressions meaning "Nice to meet you"

- (It's) (very) nice to meet you.
- Delighted to meet you.
- How do you do?
- Pleased to meet you.
- It's a pleasure to meet you.
- It's so nice to (finally) meet you
- I've been looking forward to meeting you. I've heard so much about you.

Discussing business cards

- Here's my business card.
- Do you have a business card (on you)?
- Perhaps we should exchange business cards.
- It's (all) written on my business card.
- I have a business card with me (somewhere).

- Let me just get my business cards./ Just a moment while I find my business cards.
- Ah, so your office is in...
- ... department? Does that mean you work with...?
- Sorry, how do you pronounce your family name?

Making conversation

- What do you do?
- Do you work near here?

Ending

- It was a pleasure to meet you.
- It was nice meeting you.
- It was so nice to finally meet you (face to face).
- I hope we have the chance to meet again soon.
- It's been really interesting talking to you.

Meeting again

Starting conversations

Expressions meaning "Nice to see you (again)"

- It's great to see you (again).
- It's lovely to see you (again).
- It's so nice to see you (again).

Meeting again after a long time

- I don't know if you remember me, but...
- (name)? It's (name). We...
- I'm really sorry, what was your name again?
- Long time no see.
- How have you been?
- It's (name), right? It's (name). We...

Expressions meaning "How are you?"

- How's it going?
- How are things?
- How's life?

Making conversation

- Are you still...?
- Did you have a good weekend?
- Did you see the match (last night)?
- Did you remember the route?
- How are your family?
- How's business?
- How's work?
- What are you working on at the moment?
- What are you doing here?

Ending

- Give my love to (name).
- It was great to see you (again).

- It was really nice to catch up.
- It was so nice to see you (again).
- It's been lovely to see you (again).

Do the same for these new categories:
Introducing other people

Signalling that the conversation is coming to an end

Talking about the next contact between you

Good wishes for something the other person will do in the future

Suggested answers

Introducing other people

- Have you met...?
- May I introduce you to...?
- I'd like to introduce...
- I don't think you've met...
- I'll take you round and introduce you to a few people I think you need to know.
- This is (my/ the...) (name). – NOT He/ She is (name).
- He/ She is responsible for/ in charge of/ working on...
- You two both...
- Now I'll take you over to meet...
- There's someone who I'd be interested in introducing you to.
- There's someone who you really should meet.
- I really should introduce you to...

Signalling that the conversation is coming to an end

- Well/ So/ Right/ Anyway
- You must excuse me (for a moment), but/ Sorry but/ I'm afraid,...
- Let me give you my business card.
- There's someone I really need to speak to.
- I have a meeting in five minutes, so...
- I really must be off.
- I should really get going.
- I'd better be going.
- I'll let you get on then.
- I'm really glad we had this time to talk
- I'm supposed to meet someone in ten minutes.
- I'm terribly sorry, but I have a train to catch
- I won't keep you any longer.
- I really have to go now.
- There are some other people I should meet, so...
- This has been very productive, thank you
- I don't want to keep you any longer...

Talking about the next contact between you

- I'll check with my boss and...
- I'll email about...
- I'll phone you...
- See you around.
- See you later./ Bye for now./ See you this afternoon./ See you at...
- See you next.../ See you on...
- See you soon./ See you, then.
- See you then.
- We really must do this again sometime.
- Please phone me/ email me when you're free to meet.

Good wishes for something the other person will do in the future

- I hope you...
- Good luck with...
- Have a good time./ Have fun.
- Have a good trip.
- Have a good weekend.
- Take care./ Bon voyage./ Have a safe journey.

Test each other on all the language above:

1. Read out phrases for your partner(s) to raise one or both cards for.
2. Read out phrases for your partner to remember the function of.
3. Help your partner remember as many phrases for one category as they can.
4. Say a phrase and see if your partner can reply.
5. Do the same, but extending the conversations.

Replies

Without looking above yet, try to think of/ remember phrases which take these replies.

- Yes. It's been ages, hasn't it?/ Yes. How long has it been?
- That's me.
- That's right. You must be (name).
- No, I don't think we have. I'm.../ Actually, I think we have. We...
- I'm (name). Nice to meet you.
- Nice to meet you too.
- Pleased to meet you too.
- How do you do.
- Really? All good, I hope!
- Not bad./ Great!/ Very well, thank you. + And you?/ How about you?
- It's (name).
- Sorry, I'm (name).
- Thank you. Here's mine. I see you...
- I do. Just a minute while I find one.

Look on the previous worksheets to help check your answers, then check with the answer key below the fold below.

Suggested answers

- Long time no see. – Yes, it's been ages, hasn't it?/ Yes. How long has it been?
- Good afternoon. I have an appointment with (name)./ Hi, I'm here to see (name). - That's me.
- I'm supposed meet (name). Is that you (by any chance)?/ You must be (name)./ Excuse me, are you (name)?/ I'm sorry. Are you (name)? - That's right. You must be (name).
- I don't think we've been introduced./ I don't think we've met. - No, I don't think we have. I'm.../ Actually, I think we have. We...
- My name is (name) and I... - I'm (name). Nice to meet you.
- Nice to meet you. - Nice to meet you too.
- Pleased to meet you. – Pleased to meet you too.
- How do you do? - How do you do.
- I've been looking forward to meeting you. I've heard so much about you. - Really? All good, I hope!
- How are you?/ How's it going?/ How are things?/ How's life?/ How are your family?/ How's work? – Not bad./ Great!/ Very well, thank you. + And you?/ How about you?
- Can I ask your name, please?/ I'm sorry, I didn't catch your name. - It's (name).
- And you are? - Sorry, I'm (name).
- Here's my business card. – Thank you. Here's mine. I see you...
- Do you have a business card (on you)? – I do. Just a minute while I find one.

Test each other in pairs, then start and continue conversations with those phrases.

What are good topics and questions to continue conversations?