

SOCIAL ENGLISH 1

1A. GREETING KEY

FORMAL SITUATION:

1. **AAJEEZ:** *How do you do*, Ms Khan?
KHAN: *How do you do* Mr. Aajeez?
Delighted to meet you.
2. **JANE:** How do you do, Mr. Frederick? *Glad to meet you.*
FREDERICK: *Me too.*
3. **SHARON:** *Hi, I'm* Sharon Taylor.
YOU: *Nice to meet you*, Sharon.
4. **RICKY:** *Pleased to meet you*, Mr. Shaker.
SHAKER: *The pleasure's (all) mine.*
5. **SHAMA:** *Good morning*, sir.
MR. ARIF: *Good morning*, Shama. (How're you?)
6. **ROHIT:** Good evening, Ms Mehrin, *how are you?*
MEHRIN: (I'm) *Very well, thank you*, Rohit.
And *how about you?*
ROHIT: *I'm perfect, thank you, ma'am.*
7. **YOU:** (attracting Shama's attention, she is standing afar) *Hi, there*, Shama.
SHAMA: Haaai!! How are you?
YOU: *Fine, thanks!* And how about you?
SHAMA: Great!
8. **YOU:** *Good day!*
SMITH: *Same to you.*

SEMI-FORMAL

1. **ROHIT:** (meeting Ms Mehrin again after four hours) *Hello again! How are you getting on?*
MEHRIN: *I'm fine, thank you.*
2. **NAWRIN:** *Hello*, Shaker!
SHAKER: *Hi*, Nawrin! *How's it going?*
NAWRIN: *Pretty good. And you?*

INFORMAL:

1. **SMITH:** Hi. *How (are) you doing?* (esp. AmE)
JANE: *So-so.* (NOT so and so)
2. **YOU:** Good afternoon, Reshad. *How are things (with you)?*
RESHAD: *(It) Could be worse.*
3. **YOU:** Hey, *how's things?*
AAJEEZ: *All right.*
4. **YOU:** Hello, Rohit. *How's life?*
ROHIT: *OK*, nothing special infact. *You?*
YOU: *Not too bad, thanks.*
5. **YOU:** Hi, Shaker. *What's up?*
SHAKER: *Nothing much.*

1B. Introducing key

FORMAL

1. **VISITOR:** *Hello, I'm* Hendrik van der Lock from Airtel. *I have an appointment with* Shama Sharmin.

RECEPTIONIST: Oh, yes, Mr. van der Lock.
Welcome to Anand Products. Ms Shama will be along with you in a few minutes.

2. **KIM:** (entering in office) **Hello, my name's** Kim Evrald. **I've an appointment to see.....**

NIL: Oh, hello Kim, I'm Anil Roy. We've spoken on the phone a couple of times. Nice to meet you.

KIM: **It's nice to be here.**

3. **AN EXECUTIVE:** (When Shaker enters the office) Hello, I'm Sue Pyong. How can we help you?

SHAKER: **Oh, hi, thank you. I'm** Shaker Sharif. **I was looking for** Ms. Shama Suleri.

4. **PS:** (You, the PS of Mr Nil, announce the arrival of Ms. Sima) Ms Sima Sen **to see you,** Mr Nil.

5. **AAJEEZ:** Madam, **allow me to introduce a friend of mine,** Sara Hall.

ROXANA: Hi sara, nice to meet you.

6. **SHAMA:** Mr. Lock, **may I introduce a colleague of mine,** Ms Sara Hall?

LOCK: How do you do, Ms Hall? **Glad to meet you.**

SARA: **Me too.** And **please call me** Sara.

SHAMA: **And this is Salim. He's my** assistant.

LOCK: **Hello Mr Salim,** Pleased to meet you.

7. **YOU:** (At airport, looking for a visitor, who you don't know very well) **Excuse me, are you** Mr Jansen?

JANSEN: Yes. I'm Henk Jansen.

YOU: How do you do, Mr Jansen? I'm Aajeez Arman from Anand Products.

JANSEN: How do you do, Mr. Arman?

YOU: Did you have a good journey?

JANSEN: Yes, it was fine, thanks.

YOU: **May/Can I introduce you to** Sayema Khan? **She's** our project manager.

JANSEN: Hello Sayema. Glad to meet you.

SAYEMA: **Me too.**

8. **IMRAN:** (He is introducing himself to two strangers at a party) **May I introduce myself?** My name's Imran Khan. **I'm from** Anand Products.

SEMI-FORMAL

1. **RAHIM:** (a messenger) Good afternoon. I have brought this paper. It's for some Mr Arman.

RECEPTIONIST: OK, I will look at it (She starts phoning; then...) Oh, **excuse me. I don't know your name.**

RANIM: Rahim, Abdur Rahim.

2. **YOU:** (Narmin is your colleague) Narmin, **have you met Arif, my secretary?** Arif, she is Narmin.

NARMIN: Hello, **It's nice meeting you.**

3. **YOU:** Hello Sayema. **Meet** my friend Shaker. Shaker, she's Sayema, our project manager. **I don't think you have met each other.**

4. **YOU:** (At a party/office canteen, you see Henk who you don't know very well) **You must be Henk. JANSEN:** That's right. Henk Jansen.

5. **YOU:** (At a party, you see Narmin) Good evening, NArmin. Now, **let me introduce you to some of my friends.....** I'd like you to meet Shaker Sharif. Shaker, this is Narmin Nayar.

SHAKER: Hello.

NARMIN: Hello, Mr Sharif.

SHAKER: Oh, *do call me Shaker*.

YOU: If you'll excuse me, I'll leave you two together. (To Shaker) See you in a moment, dear.

SHAKER: Right. (To Narmin) *I'm sorry. I didn't catch your name.*

6. **SMITH:** Hi Shama!

SHAMA: Hello Smith. How're you?

SMITH: Perfect. (Seeing a girl beside her who he knows not) Well, *won't you introduce me to her?*

SHAMA: Oh, I'm so sorry. Mr Smith, she's Narmin, my friend, and Narmin, it's Mr Smith, our client.

INFORMAL

1. **YOU:** Shaker, *this is Aajeez*, my brother.

2. **YOU:** (You're introducing two people) Aajeez, *this is* Narmin (my colleague), and *this is* Raihan.

3. **YOU:** Shaker, *do you know Shama?* Shama, this is my friend Shaker. And Shaker, she's Shama, working for our company. *I don't think you two know each other, do you?*

4. **YOU:** (Seeing a boy with Shama who you don't know) Well Shama, *introduce your friend.*

SHAMA: Oh yes. He's Sohail, my cousin, just returned from Australia.

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1. Contents and dialogues are prepared by Prof. **Mashrur Shahid Hossain**, Dept. of English, JU