**Greetings before interview and call**

* **Common Greetings:**  
  Hello, \*\*\*. Good morning/afternoon/evening, \*\*\*. Hi, it’s nice to meet you. Good day, how are you?  
  Hi, thank you for taking the time to speak with me today.  
  1. Good morning/afternoon/evening, \*\*\*. Thank you for taking the time to speak with me today.  
  2. Hi, \*\*\*. It’s great to finally to talk to you. Thank you for considering me for the position.  
  3. Hello, \*\*\*. I hope you are doing well. I am excited to discuss the opportunity further with you.

**Answer above case:**1. I’m doing well, thank you. How about yourself?  
2. I’m good, thank you for asking. How’s your day going so far?  
3. I’m doing great, thanks. How are you today?  
  
4. I’m doing well, thanks for asking. I’ve been looking forward to this interview and am excited to learn more about the position.  
5. I’m doing fine, thanks. It’s a pleasure to meet you in person.

* **After weekend:**  
  1. Good morning/afternoon/evening! I hope you had a great weekend.  
  2. Hi there! How was your weekend?  
  3. Hello! I hope you had a restful weekend.  
  4. Greetings! I trust you had a wonderful weekend.  
  5. Hey! How did you spend your weekend?  
  **Answer above case:**1. It was great, just spent some time with family and friend. How are you?  
  2. I had a relaxing weekend. I went for a hike on Saturday morning and then caught up on some reading in the afternoon. On Sunday, I had a nice brunch with friends and went to see a movie in the evening.  
  3. It was pretty busy, but enjoyable. I went to a friend’s birthday party on Friday night and then spent most of Saturday running errands. On Sunday, I took some time to relax and catch up on household tasks. How about yours?  
  4. It was awesome! I went to a concert on Saturday night and saw my favorite band perform. I also got to try to a new restaurant and went shopping for some new clothes. How was your weekend?
* **Before weekend:**  
  1. Happy Friday! The weekend’s almost here.  
  2. Greetings! Wishing you a relaxing and enjoyable weekend.  
  3. Hello, hope you’re doing well. Any fun plans for the weekend?  
  **Answer above case:**1. Yes, it’s great to know the weekend is almost here! How about you, what are your week?  
  2. Thank you! I hope you have a great weekend as well.  
  3. I’m planning on attending a webinar on Saturday. There will be some great speakers, so I’m excited to learn some new things. On Sunday, I’m planning on taking a break from coding and exploring a new hiking trail in the area. What about you?

**Greetings after interview**

* **Common greetings**1. Thank you for your time. Have a great day!  
  2. It was a pleasure speaking with you. Take care!  
  3. Thank you for the opportunity to speak with you. Have a good one!  
  4. I appreciate your time and consideration. Have a wonderful day!  
  5. Thank you for your time. I hope we can speak again soon. Bye for now!  
  6. Bye.  
  7. Take care.  
  8. Talk to you soon.  
  9. Have a great day/evening/weekend.  
  10. It was great speaking with you.
* **Before weekend**1. Have a great weekend!  
  2. Enjoy your weekend!  
  3. Hope you have a relaxing weekend!  
  4. Take care and have a wonderful weekend!  
  5. Wishing you a happy and enjoyable weekend!  
  6. Enjoy your time off and recharge for next week!  
  7. Have a fun-filled weekend with your loved ones!

**Methods**

* **Someone needs time to do anything**1. Sure, take your time. I appreciate you looking into this.  
  2. No problem, I can wait. Thank you for taking the time.  
  3. Of course, I’ll be here when you’re ready. Thanks for your help with this.  
  4. Take all the time you need.  
  5. Thanks, I’ll await your update.
* **How to say after interviewer explain about his company, role, responsibilities in a interview and phone call**1. Thank you for explaining the details of the company, role, and responsibilities. It’s helpful to understand more about the position.  
  2. The role and responsibilities sound very interesting. I’m excited to learn more about the company and how I could contribute to its success.  
  3. I appreciate you explaining the details of the position.  
  4. Based on what you’ve shared about the company culture and the role itself, it seems like a perfect fit for my skills and experience. I’m really excited about the possibility of joining the team.  
  5. I’ve been researching the company for a while now, and the more I learn, the more interested I become. The mission and values align with my own, and I would love to be part of such a dynamic and growing organization.  
  6. I am impressed by the level of responsibility and impact this role offers. It’s clear that the company values its employees and invests in their growth, and I believe my experience and passion for innovation would be a great asset to the team.