

# Lesson 13: Polite Greetings and Introductions

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## I. Icebreaker: "I'd Like to Introduce..." (10 minutes)

**Instructions:** "Welcome to our new unit! Today, we are going to work on polite greetings and introductions. To get started, we will do a fun icebreaker."

Students stand in a circle. The teacher starts by saying, "I'd like to introduce you to..." and names a student. The teacher then says a fun fact about that student (e.g., "I'd like to introduce you to Somchai, who loves to play football on the weekends."). The next student continues the chain, introducing the person next to them, using the same phrase and adding a new fact. The game continues around the circle until everyone has been introduced.

## II. Choral Reading: Polite Greetings and Introductions (10 minutes)

**Instructions:** "Now that we've practiced introducing each other, let's learn some common and polite phrases we use in the workplace. Listen carefully and repeat after me."

### Formal Greetings & Introductions:

- "Good morning/afternoon, it's a pleasure to meet you."
- "It's an honor to meet you, Mr./Ms. [Last Name]."
- "It's a pleasure to meet you, Mr./Ms. [Last Name]."
- "Thank you for taking the time to meet with me."
- "My name is [Name], I'm with the [Department Name] team."
- "I'd like to introduce you to [Name], my colleague from the [Department Name] team."

### Informal Greetings & Introductions:

- "Hello, nice to meet you."
- "How are you doing today?"
- "It's great to finally meet you in person."
- "Hi, I'm [Name], I work in [Department Name]."
- "This is [Name], my colleague/manager/client."
- "Have you two met? [Name], this is [Name]."

### III. Game: The Business Greeting Chain (15 minutes)

**Instructions:** "Now, let's play a game that will help us practice these phrases while also working on our memory. We will go around the room in a chain. The first person will choose a greeting from our list and personalize it. The next person must repeat the greeting of the person before them and then add their own personalized greeting. We will continue this around the room, with the chain growing longer each time."

**Example:**

**Student 1:** *"It's a pleasure to meet you. My name is Somchai, and I'm with the Production team."*

**Student 2:** *"It's a pleasure to meet you, Somchai. It's an honor to meet you, my name is Malee, and I'm with the Human Resources department."*

**Student 3:** *"It's a pleasure to meet you, Somchai. It's an honor to meet you, Malee. How are you doing today? I'm Pim, and I'm the new team leader."*

### IV. Role-Playing Activity: The Business Mixer (20 minutes)

**Instructions:** "Let's put everything we've learned together! We are going to pretend we are at a company business mixer."

The teacher will give each student a card with a role (e.g., a manager from the Production team, a new client from a foreign company, a colleague from a different department). Students walk around the room and greet each other, using the appropriate formal or informal language based on the person's role. Students must introduce themselves and a "partner" who is standing nearby. After the initial introductions, they should ask at least one polite question about the other person's job or work (e.g., "So, what exactly is your role at the company?"). After the activity, the class will discuss what felt natural and what was more challenging.