

BUSINESS COMMUNICATION

Greetings, Introductions and Farewells

Student:	
Group:	
Date:	

Learning objective: Use common expressions for introducing yourself, meeting people, asking how someone is, and saying goodbye in a business context.

ACTIVITY 1 – Put the conversation in the correct order.

Write numbers 1–5 next to the sentences to create a logical business conversation.

___ Do you know my colleague, Martin Altenberg?

___ Please, come in. How are you?

___ No, I don't. How do you do?

___ How do you do, Ms. Bauer?

___ I'm fine, thanks. I'm Ms. Bauer.

ACTIVITY 2 – Choose the best expression.

1. Choose the expression that best introduces Pierre.

A: Hello. I'm Pierre. / How do you do?

B: Nice to meet you. I'm his assistant.

2. Choose the appropriate greeting.

A: How do you do? / Nice to meet you too.

B: Please to meet you.

3. Choose the expression to ask about the other person.

A: I'm fine. / And you?

B: I'm fine, too.

4. Choose the most appropriate question.

A: Do you know Franziska? / How do you do?

B: Yes, I'm fine.

5. Choose the appropriate expression when meeting someone again.

A: Yes, I'm fine. / It's good to see you again.

B: Nice to see you, too.

ACTIVITY 3 – Complete the conversation.

Use each phrase once. Write the correct phrase in each blank.

Nice meeting you	See you soon	How do you do?	Do you know
Bye	Nice to meet you	my name's	Have a good journey

A: Hello, I'm Geraldine. _____ Vincenz.

B: Hi. _____ Alessandro, my colleague?

A: No. How do you do?

B: _____

A: Our flight leaves soon. _____, Vincenz.

B: Yes, nice meeting you too. _____

A: Bye, and _____

B: _____

ACTIVITY 4 – Match the expressions with their meanings.

1. Nice to meet you. _____ . A polite way to ask about someone's well-being.
2. How do you do? _____ . B. Used when saying goodbye before a trip.
3. See you soon. _____ . C. Used when meeting someone for the first time.
4. Have a good journey. _____ D. Used when saying you will meet the person again soon.
5. How are you? _____ E. A formal greeting when meeting someone.