

## Meeting for the first time and again simplest responses game

*Without looking below, listen to your teacher and hold up your “1<sup>st</sup> time” card or your “Again” card depending on if you think the speakers have previously met (face to face).*

*Write “1” for “First” or “A” for “Again” next to each section below.*

*Without looking at the phrases, brainstorm at least two suitable phrases for each category below.*

*Look for suitable phrases on the worksheet, then brainstorm more.*

*Compare as a class or with a list of phrases.*

*Test each other on the phrases:*

- Play the same holding up cards game
- Say the name of one section in the brainstorming, then say phrases with one word missing from each for your partner to complete
- Say the name of one section and help your partner make suitable phrases
- Say one phrase and see if your partner can reply
- Say one phrase, listen to your partner’s reply, then roleplay the rest of the conversation together (until you say goodbye at the end)
- Roleplay whole meeting for the first time and then meeting again (without any help)

- You must be (*name*).
- (Excuse me) I'm supposed to meet (*name*). (Is that you?)
  
- Hi, I'm here to see (*name*)./ I'm here to meet (*name*). (I'm guessing that is you.)
- Good morning/ afternoon/ evening. I have an appointment with (*name*).
- Excuse me, are you (*name*)?
  
- Long time no see. How have you been?
- What a nice surprise!/ What a great coincidence!
  
- (Sorry.) Is anyone sitting here?/ Is this seat free?
- (Excuse me). Is this the right place for the Elementary class/ the meeting about.../...?
- It's really hot/ humid/ busy/ crowded, isn't it? (Is it usually like this?)
  
- (*name*)? It's (*name*). We met.../ It's (*name*), right? It's (*name*). We... together.
- I don't know if you remember me, but we met last year.../ we...
- Sorry, I'm afraid I don't remember your name.
  
- I don't think we've been introduced./ I don't think we've met.
- Can I introduce myself?/ I should probably introduce myself.
  
- We've emailed each other, but it's so nice to finally meet you.
- We've spoken many times on the phone but it's great to finally meet you face to face.
- I've been looking forward to meeting you. (I've heard so much about you.)
  
- My name is (*name*). I work for.../ I'm from.../ I'm here for.../ I...
- I'm (*full name*) (but) please call me (*first name/ shortened name/ nickname*).
  
- Sorry, I forgot to introduce myself. I'm (*name*).
- I'm (*first name*), by the way, (*full name*), from (*name of who you work for*).
  
- I'm sorry, I didn't catch your name.
- Sorry, could I ask your name?
- And you are?
  
- (It's very) nice to meet you.
- (I'm very) pleased to meet you.
  
- (It's) so nice to see you (again).
- (It's) lovely to see you (again).
- (It's) great to see you .
  
- (It's a) pleasure to meet you.
- (I'm very) glad to meet you.
- (I'm) delighted to meet you.
  
- How's it going?/ How are things?/ How are you doing?/ How's life?

- What do you do?/ What's your job?
- What exactly do you (have to) do (in your job)?/ What are your responsibilities (there)?/ What are your duties (there)?/ What does your job involve?
- How's work?
- (Have you) been busy?
- What kind of business are you in?/ What sector do you work in?
- Who do you work for?
- I'm afraid I've never heard of... Is it a big firm?
- Sorry, I don't recognise the name. What sort of company is it?
- What does your company/ division/ department/ section/ team do?
- What's your most famous product?/ What are you (most) famous for?
- Where is your company based?/ Where are you based?
- Do you do much business in the Kansai region/ in Southeast Asia/ in the US/ in...?
- How's business?
- How's your project going?
- How has your week been (so far)?
- How was your weekend?/ Did you have a good weekend?
- How was your trip?
- What are you working on at the moment?/ Are you still working on...?
- Do you still work with (*name of another person*)?
- How's (*name of another person*)?
- Have you heard from (*name of another person*) (recently)?
- Do you have a business card?
- Perhaps we should exchange business cards.
- Let me give you my business card.
- It's (all) written on my business card. Just a moment while I get one. Here you are.
- It was so nice to see you (again).
- It's been lovely to see you (again).
- It was really nice to catch up.
- It was great to see you.
- It was a pleasure to meet you./ It was so nice to finally meet you (face to face).
- It was nice meeting you.



Photocopiable cards for students to hold up

1st time	Again
1st time	Again
1st time	Again
1st time	Again
1st time	Again
1st time	Again
1st time	Again
1st time	Again
1st time	Again
1st time	Again

## **Brainstorming stage**

### **Meeting for the first time**

#### **1. Starting conversations**

**Checking if it's the person who you think it is/ Checking if it's the right person**

**Other first lines/ Other ways to smoothly start conversations/ lead into introductions**

#### **1B. Giving your own name**

#### **1B. Asking for names**

**1C. Expressions meaning “Nice to meet you” (including meeting someone who you’ve had other kinds of contact with/ mentioning the last contact between you)**

#### **3A. Making conversation/ Chatting/ Small talk when you meet for the first time**

#### **3L. Discussing business cards**

## **2. Ending conversations**

**2H. Like “Nice to meet you”, but at the end of the conversation**

**Meeting again****Starting conversations**

**1D. Expressions meaning “Nice to see you (again)”**

**Meeting again after a long time**

**Questions like “How are you?”**

**3B. Making conversation/ Chatting/ Small talk with people who you’ve met before**

**Ending conversations**

**2I. Like “Nice to see you (again)”, but at the end of the conversation**

*Brainstorm similar phrases that can be used in both situations into the categories below.*

**3C. Making conversation (when meeting for the first time or meeting again)**

**3H. Responding to what people say (responding to bad news etc)**

**3G. Asking the same question back to someone**

**2G. Introducing other people**

**2A. and 2B. Signalling that the conversation is coming to an end/ Smoothly ending the conversation**

**2C. Giving reasons for ending the conversation**

**2M. Talking about the next contact between you**

**2K. Good wishes for something that the other person will do in the future**

*Compare as a class and/ or with a list of phrases.*

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