

Respond to the meeting people phrases

Listen to phrases from below and try to respond in the right way.

Listen to responses from below and try to come up with the question/ phrase before it.

Test each other in pairs in the same way.

Meeting for the first time

Starting the conversation/ Leading into an introduction

- Is anyone sitting here? – No, it's free. Please take a seat.
- Is this seat free? – Yes (it is). Please go ahead.
- Is this the right place for...? – Yes, that's right./ I hope so! That's what I'm here for too.
- It's really hot/ busy/ crowded here, isn't it? – Yes, it is, isn't it?
- I don't think we've been introduced./ I don't think we've met./ We haven't met, have we? – No, I don't think we have. I'm (name).
- May I introduce myself?/ Can I introduce myself? – Of course. (Please go ahead).

Checking if it's the person that you think it is

- Good afternoon. I have an appointment with (name)./ Hi, I'm here to see (name). – That's me. Thanks for coming.
- I'm supposed to meet (name). Is that you?/ You must be (name)./ Excuse me, are you (name)?/ I'm sorry. Are you (name)? – That's right. You must be (name).

Giving your own name

- My name is (name) and I.../ I'm..., by the way./ I forgot to introduce myself. I'm... - Nice to meet you (name). I'm (name)./ It's a pleasure to meet you (name). My name's (name).

Expressions meaning "Nice to meet you"

- It's so nice to finally meet you (face to face). – It's so nice to finally meet you too.
- Pleased to meet you. – Pleased to meet you too.

Making conversation

- What do you do?/ What's your job? – I'm a sales rep./ I work in the... department./ I'm head of...
- What exactly do you do (in your job)?/ What are your duties?/ What's your role? – I'm in charge of customer support in the Middle East and North Africa./ I help develop new products./ I'm responsible for.../ I have to...
- Who do you work for? – I work for Berlin Steel./ I work for a Japanese raw materials company.
- What does your company do?/ What kind of company do you work for? – It mainly produces raw materials like steel and copper.
- What is your bestselling product?/ What is your most famous product? – We're quite well-known for household insurance.
- Where is your company based? – Our HQ is in York, in the north of England./ Our head office is in Western Japan.
- Is this your first time in...? – It is actually. It's great to be here./ Actually, yes, but I've always wanted to visit./ It's my second time, but I haven't been here for ages.
- Did you have any trouble finding us?/ Did you have any problems finding us? – No, no problems at all. The map you sent was very clear thanks.
- Where have you come from today?/ Did you have to come far today? – Just Shinagawa, so not too far./ We came straight from New York, actually.

p. 1. Written by Alex Case for UsingEnglish.com ©2015/ 2024

300 pages of other social English materials: <https://www.usingenglish.com/e-books/social-english/>

- Where are you from?/ Where do you come from? – I'm Japanese./ I'm from Aichi in Northern Japan.

Discussing business cards

- Do you have a business card (on you)? – I do. Just a moment while I find them.
- Perhaps we should exchange business cards. – Good idea. Let me just find mine.
- Here's my business card. – Thank you very much. Here's mine.

Like "Nice to meet you" at the end of the conversation

- It was a pleasure to meet you. – It was a pleasure to meet you too.

Meeting again

Starting conversations

Expressions meaning "Nice to see you (again)"

- It's lovely to see you (again). – It's lovely to see you too.

Meeting again after a long time

- I don't know if you remember me, but... - Of course I do! Long time no see.
- Long time no see. – Yes, it has been ages, hasn't it?/ Yes. How long has it been?
- Long time no see. How have you been? – Good, thanks. I've been promoted./ Not bad. Still basically doing the same thing.

Expressions like "How are you?"

- How's it going?/ How are things?/ How's life?/ - Not bad/ Fine/ Great!/ Good/ Very well + thanks/ thank you. + And you?/ How about you?/ What about you?

Making conversation when meeting again

- How was your weekend? – Not bad/ Fine/ Great!/ Good/ Nothing special/ Same ole same ole + I went/ visited/ did/...
- How's business? - Not bad/ Fine/ Great!/ Good/ Not so good actually/ Could be better + ...
- How's work? - Not bad/ Fine/ Great!/ Good + thanks + (but) I...

Expressions like "Nice to see you (again)" at the end of the conversation

- It was great to see you (again). – It was great to see you too.

Meeting the first time or again

Making conversation (when meeting for the first time or meeting again)

- How long are you here?/ How long will you be here? – Just two days this time./ I have to leave tomorrow, unfortunately.
- What's your hotel like?/ How's your hotel? – Very comfortable, thanks.

Giving reasons for ending the conversation

- I'm afraid there's someone I really need to speak to./ I have a meeting in five minutes, so.../ I have a train to catch, so.../ My train leaves in ten minutes, so... – Of course, I'll let you get on./ No problem, thanks for talking to me.

Talking about the next contact between you

- I'll check with my boss and.../ As I said, I'll email you about.../ So, I'll phone you about... - Great. Looking forward to hearing from you.
- I hope we have the chance to meet again soon. – I hope so too.

Good wishes for something that the other person will do in the future

- Good luck with.../ (I hope you) have a good time./ (I hope you) have fun./ Have a good trip./ (I hope you) have a good weekend./ Take care./ Bon voyage./ Have a safe journey. – Thanks. You too.

Brainstorming stage 1

Without looking above, work together to write possible responses for the phrases below. Many other responses not above are also possible.

Meeting for the first time

Starting the conversation/ Leading into an introduction

- Is anyone sitting here?
- Is this seat free?
- Is this the right place for...?
- It's really hot/ busy/ crowded here, isn't it?
- I don't think we've been introduced./ I don't think we've met./ We haven't met, have we?
- May I introduce myself?/ Can I introduce myself?

Checking if it's the person that you think it is

- Good afternoon. I have an appointment with (name)./ Hi, I'm here to see (name).
- I'm supposed to meet (name). Is that you?/ You must be (name)./ Excuse me, are you (name)?/ I'm sorry. Are you (name)?

Giving your own name

- My name is (name) and I.../ I'm..., by the way./ I forgot to introduce myself. I'm...

Expressions meaning "Nice to meet you"

- It's so nice to finally meet you (face to face).
- Pleased to meet you.

Making conversation

- What do you do?/ What's your job?
- What exactly do you do (in your job)?/ What are your duties?/ What's your role?
- Who do you work for?
- What does your company do?/ What kind of company do you work for?
- What does your division/ department/ section/ team do?
- What is your bestselling product?/ What is your most famous product?
- Where is your company based?
- Is this your first time in...?
- Did you have any trouble finding us?/ Did you have any problems finding us?
- Where have you come from today?/ Did you have to come far today?
- Where are you from?/ Where do you come from?

Discussing business cards

- Do you have a business card (on you)?
- Perhaps we should exchange business cards.
- Here's my business card.

Like "Nice to meet you" at the end of the conversation

- It was a pleasure to meet you.

Meeting again

Starting conversations

Expressions meaning “Nice to see you (again)”

- It’s lovely to see you (again).

Meeting again after a long time

- I don’t know if you remember me, but...
- Long time no see.
- Long time no see. How have you been?

Expressions like “How are you?”

- How’s it going?/ How are things?/ How’s life?

Making conversation when meeting again

- How was your weekend?
- How’s business?
- How’s work?

Expressions like “Nice to see you (again)” at the end of the conversation

- It was great to see you (again).

Meeting the first time or again

Making conversation (when meeting for the first time or meeting again)

- How long are you here?/ How long will you be here?
- What’s your hotel like?/ How’s your hotel?

Giving reasons for ending the conversation

- I’m afraid there’s someone I really need to speak to./ I have a meeting in five minutes, so.../ I have a train to catch, so.../ My train leaves in ten minutes, so...

Talking about the next contact between you

- I’ll check with my boss and.../ As I said, I’ll email you about.../ So, I’ll phone you about...
- I hope we have the chance to meet again soon.

Good wishes for something that the other person will do in the future

- Good luck with.../ (I hope you) have a good time./ (I hope you) have fun./ Have a good trip./ (I hope you) have a good weekend./ Take care./ Bon voyage./ Have a safe journey.

Compare your answers with the previous worksheet. Many more answers are possible, so please check if you wrote something different.

Brainstorming stage 2

Without looking above, brainstorm phrases that the things below might be responses to.

Starting the conversation/ Leading into an introduction

- No, it's free. Please take a seat.
- Yes (it is). Please go ahead.
- Yes, that's right./ I hope so! That's what I'm here for too.
 - Yes, it is, isn't it?
- No, I don't think we have. I'm (name).
 - Of course. (Please go ahead).

Checking if it's the person that you think it is

- That's me. Thanks for coming.
- That's right. You must be (name).

Giving your own name

- Nice to meet you (name). I'm (name)./ It's a pleasure to meet you (name). My name's (name).

Expressions meaning "Nice to meet you"

- It's so nice to finally meet you too.
- Pleased to meet you too.

Making conversation

- I'm a sales rep./ I work in the... department./ I'm head of...
- I'm in charge of customer support in the Middle East and North Africa./ I help develop new products./ I'm responsible for.../ I have to...
 - I work for Berlin Steel./ I work for a Japanese raw materials company.
 - It mainly produces raw materials like steel and copper.
 - It checks quality and helps improve processes.
 - We're quite well-known for household insurance.
 - Our HQ is in York, in the north of

England./ Our head office is in Western Japan.

-It is actually. It's great to be here./ Actually, yes, but I've always wanted to visit./ It's my second time, but I haven't been here for ages.

-No, no problems at all. The map you sent was very clear thanks.

-Just Shinagawa, so not too far./ We came straight from New York, actually.

-I'm Japanese./ I'm from Aichi in Northern Japan.

Discussing business cards

- I do. Just a moment while I find them.
- Good idea. Let me just find mine.
- Thank you very much. Here's mine.

Like “Nice to meet you” at the end of the conversation

-It was a pleasure to meet you too.

Meeting again**Starting conversations****Expressions meaning “Nice to see you (again)”**

-It's lovely to see you too.

Meeting again after a long time

-Of course I do! Long time no see.

-Yes, it has been ages, hasn't it?/

Yes. How long has it been?

-Good, thanks. I've been promoted.

Not bad. Still basically doing the same thing.

Expressions like “How are you?”

-Not bad./ Fine/ Great!/ Good/

Very well + thanks/ thank you. + And you?/ How about you?/ What about you?

Making conversation when meeting again

-Not bad/ Fine/ Great!/ Good/

Nothing special/ Same ole same ole + I went/ visited/ did/...

-Not bad/ Fine/ Great!/ Good/ Not so

good actually/ Could be better + ...

-Not bad/ Fine/ Great!/ Good +

thanks + (but) I...

Expressions like “Nice to see you (again)” at the end of the conversation

-It was great to see you too.

Meeting the first time or again**Making conversation (when meeting for the first time or meeting again)**

-Just two days this time./ I

have to leave tomorrow, unfortunately.

-Very comfortable, thanks.

Giving reasons for ending the conversation

-Of course, I'll let you get on./

No problem, thanks for talking to me.

Talking about the next contact between you

-Great. Looking forward to hearing from you.

-I hope so too.

Good wishes for something that the other person will do in the future

-Thanks. You too.

Compare your ideas with the first worksheet. Many other answers are possible, so please check if you wrote something different.

Brainstorming stage 3

Without looking above for now, work together to write possible pairs of statements or questions and responses in sections below.

Meeting for the first time**Starting the conversation/ Leading into an introduction****Checking if it's the person that you think it is****Giving your own name****Expressions meaning "Nice to meet you"****Making conversation****Discussing business cards****Like "Nice to meet you" at the end of the conversation****Meeting again****Starting conversations****Expressions meaning "Nice to see you (again)"**

Meeting again after a long time

Expressions like “How are you?”

Making conversation when meeting again

Expressions like “Nice to see you (again)” at the end of the conversation

Meeting the first time or again

Making conversation (when meeting for the first time or meeting again)

Giving reasons for ending the conversation

Talking about the next contact between you

Good wishes for something that the other person will do in the future

Use the Brainstorming 1 or Brainstorming 2 worksheet to help you, then compare with the first worksheet. Many more answers are possible, so please check if you wrote something different.

Choose a pair of phrases and roleplay a conversation from that point.