**Al-Mustaqbal University College**

**College of Administrative Sciences**

**Department of Business Administration**

**English Language for 4th class**

Learning how to communicate

**Iltifat Al-husseini**



Learning for Life

 "Hi, I'm Sarah!" or "Hello, my name is Ahmed." A clear introduction avoids any confusion.

Ask for Their Name (If Needed): If you don’t know the person’s name, it’s polite to ask. "I'm Sarah. What's your name?"

Greetings

Informal:

Casual: "Hey," "Hi," or "Hello!"

Friendly: "Hi there!" or "Nice to see you!"

Formal:

"Good morning," "Good afternoon," or "Good evening."

"Hello, [Name]. It's nice to meet you."

 meeting new colleagues or starting a conversation in a social setting?

In Professional Settings

1. Introducing Yourself in a Meeting

Start with a polite greeting: "Good morning, everyone."

"I'm Sarah, a project manager here at XYZ Corp, focused on coordinating teams for successful project delivery."

"I’m looking forward to collaborating and hearing everyone’s ideas on this project."

2. Networking Events

Start with your name and a friendly handshake: "Hi, I'm Ahmed. It’s great to meet you."

Mention your professional focus: "I'm a data analyst with an interest in streamlining processes through automation."

Ask about their background to show interest: "What line of work are you in?"

3. Meeting Someone Online (Email or Chat)

Start with a polite greeting: "Hello [Name], I hope you’re doing well."

Introduce yourself concisely: "I'm Ahmed, a new team member in the data analysis department."

State your reason for reaching out: "I’d love to connect and discuss any ongoing projects where I might contribute."

In Social Settings

1. Meeting New Friends

Start casual and friendly: "Hey! I'm Sarah. It’s awesome to meet you."

Share a bit about yourself: "I love hiking and am always on the lookout for cool new trails."

Invite them to share: "What do you like to do in your free time?"

2. Introductions at Parties

Keep it light: "Hi, I’m Ahmed. Sarah’s friend. I heard this was going to be a fun night!"

Mention a shared interest if you know one: "I’m really into cooking too—have you tried anything interesting lately?"

3. Reconnecting with Acquaintances

Begin with a warm greeting: "Hey, it’s so nice to see you again!"

Mention the last time you saw them: "It’s been a while since that workshop. How have you been?"

Ask a casual question to catch up: "What have you been up to lately?"

Expressing Excitement or Warmth

Sometimes, a little enthusiasm can go a long way:

Simple: "Hi, it’s wonderful to meet you!" or "So glad to finally connect!"

Specific: "I’ve heard such great things about your work," or "I’ve been looking forward to meeting you since I heard we’d be on the same team!"

Cultural Sensitivity in Greetings

In more formal cultures, stick to formal greetings and avoid using first names right away.

When unsure about physical contact like handshakes or hugs, follow the other person’s lead, or simply go with a friendly nod or wave.

Quick Tips for Remembering Names

Repeat their name as soon as they say it, like "Nice to meet you, Ahmed."

Use their name again in conversation or when saying goodbye, which helps lock it in.

I am = I’m

My name is = my name’s

What is =What's

1- Hello. I'm Sarah. What's your name?

My name is Ahmed.

Sarah :Hello, Ahmed. Nice to meet you

Ahmed :nice to meet you too.

Hello.my name \_\_\_\_\_ Ahmed. Nice to meet you.(is, are, do, does, did)

Hello. I am \_\_\_\_\_\_\_\_\_. Nice to meet you too.(car, Sarah, school, cat, bird)

**2**- Ahmed, ………is ban.(this, than , those ,these, they )

 **3**- He -----a doctor.(is ,are, do ,does, did)

Sarah is a -----.She studies at school( student,player,is, are)

They ----- doctors.(is ,are)

They ----from Canada.(is ,are)

4- Oh, no, look at the ------(weather!, awful)

Oh, it's-------

5- wow! Look----- this picture. (beautiful, at)

It is --------!

6- what's this------( building, fantastic)

 It is the Empire State building

 it is -----------!

7- where are you from?

what's his surname?(his , him)

what's her name?(her, she)

what's your name?(your, you)

what're their name?(their, them)