

Respond to the Meeting People Phrases

- 1 Listen to phrases from below and try to respond in the right way.
- 2 Listen to responses from below and try to come up with the question/ phrase before it.
- 3 Start with phrases from below and continue until the end of the conversation each time.
- 4 Brainstorm good topics for continuing such conversations.

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 does your division/ department/ section/ team do? – It checks quality and helps improve processes.
- 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.
- 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?/ How's business?/ How's work?/ How was your weekend? - Not bad./ Fine/ Great!/ Good/ Very well + thanks/ thank you. + And you?/ How about you?/ What about you?

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 for now, work together to write possible responses for the phrases below.

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

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. Note that many more answers are possible.

Brainstorming stage 2

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?”

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 worksheet to help you, then compare with the first worksheet.
Note that many more answers are possible.*