

Everyday Conversations

Hétköznapi beszédhelyzetek

UNIT 3 - Meeting and greeting

Találkozás, bemutatkozás és üdvözlések



Greetings and introductions in English

Greeting and introducing people is one of the most **fundamental** communication skills in English, especially in international workplaces, multicultural teams, and social situations where **first impressions matter**. Knowing how to greet someone naturally and **confidently** helps you **build rapport**, start conversations smoothly, and create a positive atmosphere. English greetings can be formal or informal, depending on the context. For example, you might say a friendly “Hi, nice to meet you!” at a **casual event**, but choose a more professional “Good morning, it’s a pleasure to meet you” **in a business setting**.

Many learners rely too heavily on simple phrases like “Hello” or “My name is...,” but English offers **a wide variety of** expressions that make you sound more fluent and socially confident. It’s also important to know how to introduce other people politely, using phrases such as “This is my colleague Anna,” or “May I introduce you to Mr. Brown?” These small details help conversations flow more naturally and show cultural awareness.

In this lesson, we will learn useful greeting expressions, practise short dialogues, and complete exercises to help you greet others and introduce yourself - and others - smoothly in different situations.



CUSTOMS and RITUALS



The **customs** and **rituals involved in** greeting someone are often different from country to country. Situations can get very **confusing**, mostly when greeting **is required** between male and female, female and female or male and male. In this section, we'll talk about how to greet people in Britain.

The British are said to be **reserved** in **manners**, dress and **speech**. They are famous for their **politeness** and **self-discipline**. British people may seem strict, **indifferent** and **overly formal**. In fact, they are friendly and helpful to foreigners.



How to greet someone

When meeting friends, the British often say a simple 'hello'. The usual formal greeting is a 'How do you do?' and a firm handshake, but with a lighter touch between men and women. 'How do you do?' is a greeting not a question and the correct response is to repeat 'How do you do?'. You say this when shaking hands with someone. Use last names and **appropriate** titles until **specifically** invited by your British hosts or colleagues to use their first names. British people sometime say 'cheers' instead of thank you, and you also may hear 'cheers' instead of 'good bye'.

The handshake

A handshake is the most common form of greeting and is **customary** when you are introduced to somebody new. The British usually shake hands only when they meet for the first time or if it is a formal situation (at work for example). When shaking hands, shake hand with everyone present and shake hands again when leaving. Handshakes are light, not firm and women should extend their hand to men first.

The kiss

If it's a friend or casual **acquaintance** British people **hug** or make one kiss on the cheek. Social kissing, often just a **peck** on the cheek, is common in an informal situation between men and women and also between women who know each other very well. In Britain one kiss is generally enough!





Body Language

Hugging, kissing and touching are usually reserved for family members and very close friends. The British like a certain amount of personal space. Do not stand too close to another person or put your arm around someone's shoulder.



Greeting a member of The Royal Family

There are no **obligatory** codes of **behaviour** when meeting The Queen or a member of the Royal Family, but many people wish **to observe** the traditional forms. For men this is a neck bow (from the head only) whilst women do a small **curtsy**. Other people prefer simply to shake hands in the usual way. On presentation to The Queen, the correct formal address is 'Your Majesty' and subsequently 'Ma'am'.

For male members of the Royal Family the same **rules apply**, with the title used in the first instance being 'Your Royal Highness' and subsequently 'Sir'. For other female members of the Royal Family the first address is conventionally 'Your Royal Highness' followed by 'Ma'am' in later conversation.

Greeting and meeting in Hungary

Hungarians can be reserved on a first meeting, but **tend to** be open in more social situations. Hungarians who are close friends or relatives typically meet by kissing lightly on each cheek, starting with the left. In more formal **circumstances**, meeting and greeting is much more traditional. When men meet for the first time, the casual norm is a firm handshake. Handshakes and maintaining eye contact are considered normal **proper** etiquette. Men should always wait for women to extend their hand first when greeting. The older generation may still bow to woman.



Meeting someone for the first time



Waitress: Hi, my name is Jean. You must be the new cook, right?

Cook: That's right. I'm Jack. Nice to meet you.

Waitress: So when are you starting?

Cook: Tomorrow. I just came in to have a look around and discuss the menu with the boss. Have you been working here long?

Waitress: Two years. I like it here. Which shift are you taking?

Cook: Morning. Is it very busy?

Waitress: It gets busy around breakfast time and then mainly drinks until lunch break.

Cook: So you're doing the morning shift too? Who else will be in?

Waitress: There's Kate, but she's just left. You'll meet her tomorrow. She's a nice girl.

Cook: It looks quite busy now, are you working overtime?

Waitress: Yes, I need some extra but I normally do the morning shift when I need to pick up the kids.

Cook: Sorry, I didn't mean to keep you from your work.

Waitress: No problem, I'm taking a break now but I have to go back soon.

Cook: Boss said he might need someone to do weekend overtime. Do you think it's worth it or does it get hectic on Saturdays?

Waitress: Not too bad compared to other days. I think it's manageable.

Cook: Thanks for the info. My previous workplace was much smaller. I'll see how it goes.

Waitress: I'm sure you'll like it. I wouldn't be here if it wasn't a nice place. I've got to go now. See you tomorrow.

Cook: Nice talking to you, see you tomorrow.

Meeting someone for the first time



IMPORTANT PHRASES

You must be the ... – Minden bizonnyal te vagy az új

That's right. – Így igaz./ Így van.

Nice to meet you. – Örülök, hogy megismertelek.

I came in to have a look around. – Bejöttem, hogy körülnézzek.

Have you been working here long? – Régóta dolgozol itt?

Which shift are you taking? – Melyik műszakban dolgozol?

Who else will be in? – Ki lesz még bent?

It looks quite busy now. – Elég forgalmasnak tűnik most.

Are you working overtime? – Túlórázol?

Sorry I didn't mean to keep you from work. – Bocsánat, nem akartalak feltartani a munkában.

I'm sure you'll like it. – Biztos vagyok benne, hogy tetszeni fog.

Nice talking to you. – Örülök, hogy beszélgettünk.

Meeting someone for the first time



IMPORTANT WORDS

to have a look around – körülnézni

to discuss something – átbeszélni valamit

shift – műszak

mainly – főként

overtime – túlóra

extra – mellékes (pénz)

normally – rendszerint

it's worth it – megéri, érdemes

to compare – összehasonlítani

manageable – kezelhető

Introducing someone



Man 1: Hi Mike, how are you?

Man 2: Hello, I'm fine. And you?

Man 1: I'm doing great. Meet my girlfriend, Sally.

Man 2: Hi Sally, nice to meet you.

Woman: Nice to meet you, Mike.

Man 2: I haven't seen you around. Where have you been?

Man 1: I worked out of town for a couple of weeks. It's good to be back. I'm taking Sally sightseeing but I have to take this call. Excuse me for a minute.

Man 2: So is this your first time in Montreal?

Woman: Yes. I live in the States. That's where we met.

Man 2: So you've met recently?

Woman: No, we met ages ago, Joe used to work with my brother. He looked us up now he was working in Boston again.

Man 2: Joe's an old school friend of mine. Joe, you must take Sally to the pub we used to hang out at.

Man 1: Good idea. That's the perfect place for lunch. We're going to the Botanical Gardens now. Would you like to have lunch with us?

Man 2: I would love to but I have an appointment. Have fun, you two. Pleased to meet you, Sally.

Woman: The pleasure is mine.

Man 1: Bye Mike, I'll catch you later.

Introducing someone



IMPORTANT PHRASES

How are you? – Hogy vagy?

I'm fine. And you? – Jól vagyok. És te?

Nice to meet you. – Örülök, hogy megismertelek.

Where have you been? – Hol voltál?/ Merre jártál?

I have to take this call. – Fel kell vennem ezt a hívást!

Excuse me for a minute. – Bocsáss meg egy pillanatra.

Is this your first time in ...? – Először jársz ...-ban/-ben?

I would love to but ... - Nagyon szívesen tenném, de ...

Have fun! – Érezzétek jól magatokat!

Pleased to meet you. – Örülök, hogy megismertelek.

The pleasure is mine. – Nekem volt öröm.

I'll catch you later. – Később még beszélünk/ találkozunk.

Introducing someone



IMPORTANT WORDS

out of town – a városon kívül

for a couple of weeks – néhány hétig

sightseeing – városnézés

recently – a közelmúltban, nem régen

to look somebody up – felkeresni valakit

to hang out – lógni valahol, eltölteni az időt valahol

appointment – találkozó

Catching up with someone



Man: Hey, Samantha, is that really you?

Woman: Jim, what a surprise! I haven't seen you for ages. What are you doing in Edinburgh?

Man: I'm on a business trip. So good to see you again. How's the family?

Woman: Luke is fine, he just started a new job. The girls are at college.

Man: Wow, time flies. So you still live in Edinburgh.

Woman: Almost. We moved to a small town 20 minutes away. How about you? Are you still working for Phillips?

Man: No. I started my own business.

Woman: Congratulations. How exciting.

Man: It's in the early stages yet but I hope it will work out.

Woman: How long are you here for?

Man: We're here for 3 days. My girlfriend came along, she hasn't been to Edinburgh before.

Woman: Then we must meet up. Luke will be delighted to see you again. And we'd love to meet your girlfriend.

Man: That would be great. Shall we have dinner at the pub?

Woman: Sounds good. We haven't been there for years either.

Man: Take my card so you have my phone number. Tell Luke to ring me tomorrow, I'm having a meeting in the evening.

Woman: Thanks. Looking forward to seeing you two. Bye.

Catching up with someone



IMPORTANT PHRASES

What a surprise! – Micsoda meglepetés!

I haven't seen you for ages. – Ezer éve nem láttalak.

So good to see you again. – Olyan jó, hogy újra látlak!

Time flies. – Repül az idő.

It's in the early stages. – Még korai szakaszban van.

That would be great. – Az nagyszerű lenne.

Sounds good. – Jól hangzik.

Looking forward to seeing you. – Már alig varom, hogy találkozunk.

IMPORTANT WORDS

business trip – üzleti út

college – főiskola

exciting – izgalmas

to come along – megérlelni (látogatóba), átmenni

to be delighted to – örülni valaminek

to ring somebody – felhívni valakit

to have a meeting – találkozója van valakinek

to look forward to – alig várni valamit