

2. ENGLISH FOR ETIQUETTE

“What is the purpose of (formal) communication?”

Before entering any institution or organization, certain communicative abilities are looked for in the learners by the higher authorities and employers. Ability to speak, conduct oneself properly in an interview, get along with others, listen carefully and accurately, make effective presentation, prepare good yet brief report, make proposals, sell ideas, convince and influence others are some of the qualities looked for in the learners before they are appointed. **All these activities require effective communication skills.**

So, communicative abilities are to be mastered or trained by each and every individual in his / her learning period itself to achieve in career.

2.1. GREETING



In this chapter, we will look at samples of some common functions in English and the language used to perform them. You can practice the expressions both alone and with your classmates in order to use them with skill and confidence when speaking English. Let's start with different ways of introducing oneself and others. Whether you are at college, with friends, or in business, introducing oneself is an everyday occurrence and it is an important skill to master.

Here are some easy steps on how to greet the people you meet in a sincere and open way.

Some of the common expressions of greeting are given below:

1. Hi, Megha! How're you? /
2. Hi, how do you do?
3. Hello, Ram! Nice to meet you again.
4. Hello Ram! Nice to meet you after so long.
5. How / Very nice to see you again!
6. Good morning / afternoon / evening.
7. Hi / hello, everybody.
8. Good morning, everybody.
9. How're you getting on?
10. How's life?
11. What's the latest?
12. What's up?
13. I hope you're keeping well.
14. I hope all goes well with you.

Expressions like 'Hi' (pronounced 'hai') and 'Hello' are used in informal contexts with friends and equals. 'Hello' is used with colleagues and other acquaintances also.

The last two are very formal and can be used with people who are senior in age, position,

etc.

The different use of expressions depends on the degree of intimacy with the person you are talking to.



Have a beautiful
week!

Look at some expressions used to greet people and to take leave of them. Read each of them and repeat it. Note the use of contracted forms such as 'I'm' for 'I am' and 'you'll' for 'you will'.