

Chapter 1

Ways of Greeting and Bidding Farewell

Objectives

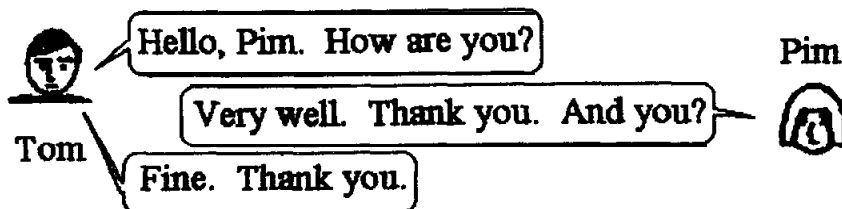
1. To know three major types of greetings in English and to be able to use them in conversation.
2. To know how to bid farewell in English.

A. Greetings

A greeting is an act of a speaker whenever he begins a conversation in order to **establish** friendly relations with another person. A greeting in English is usually concerned with health, weather and work. There are several types which students should study in order to communicate properly. There are 3 types of greetings in daily conversation – normal, formal, and informal greetings.

A1. Presentations

A1.1 Common type of greeting



A1.1.1 Check your understanding. (You may provide your answers orally.)

1. Who started the greeting? How?
-

2. Whom did Tom greet?

3. What was the reply?

4. How did the greeting end?

A1.1.2 Complete the common greeting in the space provided.

Make sure that you put them in correct sequences. Your dialogue represents the common type of greeting which you should learn by heart.

Tom: _____

Pim : _____


Tom: _____

Now, listen to your instructor (tape) **dramatize** the dialogue. Pay attention to the intonation **patterns** and then practice speaking with your **friends**.

A1.1.3 Key to your pronunciation

stress symbols	Pitch levels
/ = loudest stress	1 = lowest
A = secondary stress	2 -mid
\ = tertiary stress	3 -high
˘ = weakest stress	4 = highest

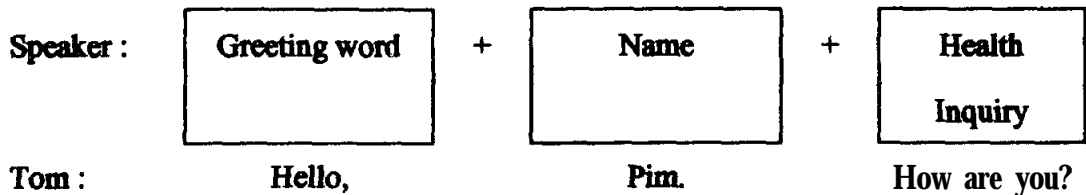
Tom : 2 3 Hello, Pim. 2 3 How are you?

Pim :  Very well, thank you and you?

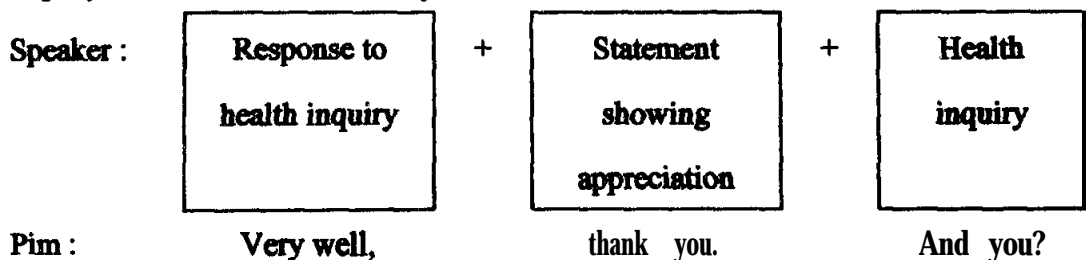
Tom :  Fine, thank you.

AI.1.4 Explanation

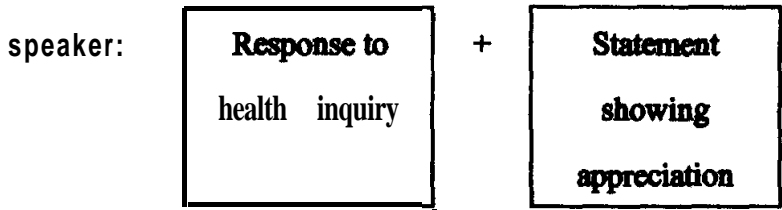
To greet someone, a speaker must start with a greeting word as "Hello", followed by a person's name and ending with a health inquiry. Therefore, what Tom said can be shown as below.



To reply to the greeting, one must start with providing an answer to health inquiry, followed by a statement showing appreciation and ending with a health inquiry. Therefore, what Pim says in return can be shown, as follow*.



To close the greeting remark, the starter ought to provide the response to a health inquiry first and then thank the speaker for his/her concern. The closing remark can be, as below:



Tom : Fine, **thank you.**

AI.1.5 Understanding characteristics of spoken forms.

If you **understand** the **greeting process**, you should notice how the spoken **forms** are different **from** the written forms. Study and complete the examples below.

spoken forms or shortened forms	Written forms or full form.
And you?	How are you?
Very well	I am feeling very well. I an very well.
Fine	
Thank you. Thanks.	Thank you for asking me.

AI.2 Formal Greetings

Study the **greeting** between Dr. Thompson, a math **professor**, and Susan **Smith**, his secretary.

Dr. Thompson Good morning, Mrs. Smith.
How are you today?

Very well, thank you, Dr. Thompson.
And how are you?

I'm fine, thank you. Mrs. Smith

A1.2.1 Check your **understanding**. (You may **provide** your **answers orally**.)

1. Who started the **greeting**? How?

2. Whom did Dr. Thompson greet?

3. What was the reply?

4. Who closed the **greeting remark**? How?

A1.2.2 Complete the formal type of **greeting** in the space below.

Again, you should memorize it.

Dr. Thompson : _____

Susan : _____

Dr. Thompson : _____

Now, listen to your instructor **dramatize** the dialogue and then practice **speaking** it with your **friends**.

A1.2.3 Key to your **pronunciation**

Dr. Thompson : 1 Good/2morning, 1Mrs./2Smith. How 2are you today?1

Susan Smith : 2Very 3well,1 3thank you, Dr. 3Thompson. 2And how are you?1 34

Dr. Thompson : 2I'm 3fine,1 3thank you.1

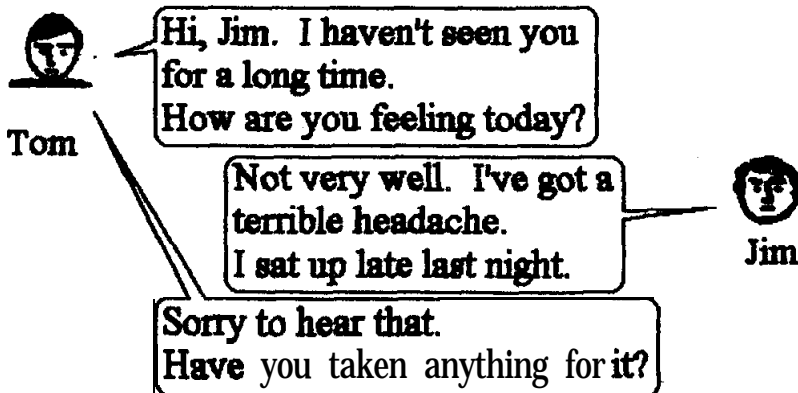
A1.2.4 Explanation

This type of greeting has the same structure as the previous one, but there are some differences. **DID YOU NOTICE THEM? WHAT ARE THEY?** These differences are required by the context for the sake of politeness.

In a formal greeting, "Good morning" is used instead of "Hello". Names are addressed in full forms, such as, Mrs. Smith. Moreover, a person's name being attached after "Thank you" indicates formality or politeness. Instead of saying "Very well, thank you.", Susan says "Very well, thank you, Dr. Thompson.". Also, responses to a health inquiry should be in full forms. "I'm fine." is used instead of "The.".

A1.3 Informal Greeting

Study the dialogue between Tom and Jim. Both of them are intimate friends.



A1.3.1 Check your understanding. (You may provide your answers orally.)

1. Who started the greeting? How?

2. Whom did Tom greet?

3. What did Tom worried about?

4. What did Jim take for his headache?

A1.3.2 Complete the above greeting in the given space below.

This dialogue represents an example of informal greeting.

Tom: _____

Jim: _____

Tom: _____

Jim: _____

A1.3.3 Key to your pronunciation

Tom : 'Hi, Jim. I haven't seen you for a long time. How are you feeling today?

Jim : Not very well. I've got a terrible headache. I sat up late last night.

Tom : Sorry to hear that. Have you taken anything for it?

Ai.3.4 Explanation

In a familiar type of greeting, there are many differences from those of normal and formal types. After Tom's greeting by the word "Hi", a conversation

continued with only one topic, “health”. The person who greets does not expect **the listener to greet him in return.**

AI .3.5 Understanding language usage.

Now return to the last dialogue again and try to figure out what indicates **informality** or **what** indicates the speakers’ intimacy. **DISCUSS WITH YOUR FRIENDS AND TRY TO WRITE THEM DOWN BELOW.** If you cannot **answer**, go **back** to analyze Tom’s opening remark for the greeting.

Three reduced **sentences** are used in the dialogue. **COULD YOU FIND THEM?** Write them down in the space below.

Reduced sentences	N I Sentences

A2. Practice

A2.1 Listening / Speaking and Writing exercises.

Directions : Complete the blanks **first**, and **then** listen to your instructor’s pronunciation before practicing by yourself.

A2.1.1 Complete the list of greeting words that you have known.

Polite	Common	Familiar
Good morning		

A2.1.2 Complete the list of the person’s names below. Make sure that you understand the social function of the names being used in greeting.

First Names (Familiar)	Full Names (Formal)
Nancy	Mrs. Nancy T. Woo
	Hiss Patricia Jenkins
	Dr. Michael Long
	Professor John Smith
	Mr. David Thompson

Now practice pronouncing the above names. Notice **especially** the **difference between the degree of stress**. A title is usually pronounced with a **tertiary stress** (\). When the first name is followed by the last name, it is pronounced with a **secondary stress** (^) and the last name receives primary stress.

\ /
Mrs. Woo

^ \ /
NancyWOO

\ / \ /
Mrs. Nancy Woo

\ / \
Miss Jenkins

^ \ / \
Patricia Jenkins

\ / ^ \ / \
Miss Patricia Jenkins

\ / \
Mr. Thompson

^ \ / \
David Thompson

\ / ^ \ / \
Mr. David Thompson

A2.1.3 The **followings** are **expressions used** in inquiry **about health**. Practice speaking them and supply **possible replies** below.

1. How are you?

2. How **are** you feeling today?

3. How's everything?

4. How are you getting on?

A2.1.4 Answer the following questions with contracted verb forms. The first one is done for you as an example.

1. How are you?

I'm fine. Thank you.

2. How is your sister?

3. How are your parents?

4. How is your **brother** getting on?

5. How **are** your nephews?

A2.1.5 Pronounce the following sentences. Pay attention to the intonation patterns.

Good morning

I'm fine.

I'm fine, thank you.

Good afternoon

I sat up late, or I set up late.

Good evening

Good bye (suggests continuing relationship)

A2.2 Exercises for listening and speaking practices (fluency)

A2. 2. 1 Sentence Practice. Right to left drills. Listen and repeat after the instructor.

Example : I / **haven't** / **seen** / you / for / a long / time.

time.

a **long** time.

for a long time.

you for a long time.

seen you for a long time.

haven't seen you for a long **time**.

I haven't seen you for a long time.

1. I've / got / a terrible / headache.
2. I / sat up / late / last / night.
3. How/are/you/feeling/today?
4. Haven't / you / **taken** / anything / for it?
5. I'm sorry / to hear / you've / been / sick.

A2.2.2 Substitution Drills. Substitute the given words or phrases to the underlined words.

Example : I've got a **terrible stomach ache**. (headache)

I've got **a terrible headache**. (the flu)

I've got **the flu**. (a high fever)

I've got a high fever.

1. How are you today?

your parents

your sisters

your brothers

2. Thank you very much, Mr. Smith.

Mr. Thompson.

Miss Jenkins.

Mrs. Johnson.

3. I haven't seen you for a long time.

for quite some time.

most of the week.

for ages.

A2.2.3 Scrambled dialogues. The following dialogues are mixed up. Rearrange them in the correct order and write them in the given spaces below.

Dialogue 1 : Bob and Mary.

Just fine, thanks. How about you?

Hi, Bob. How are you?

Not very well. I'm terribly busy this week

Oh, dear. Take care yourself.

Now write down your dialogue for listening and speaking practice.

Dialogue 2: Susan and Mr. Smith

Very well, thank **you**, Mr. Smith. And how are you?

Good afternoon, Susan. How are you today?

I'm fine, thank you.

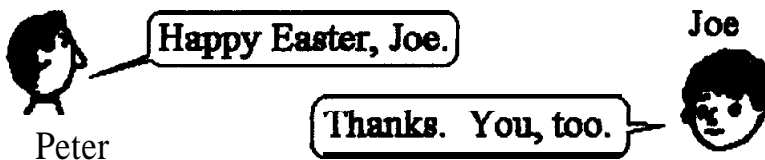
Now write down your dialogue for **listening** and speaking practices.

B. Seasonal Greetings

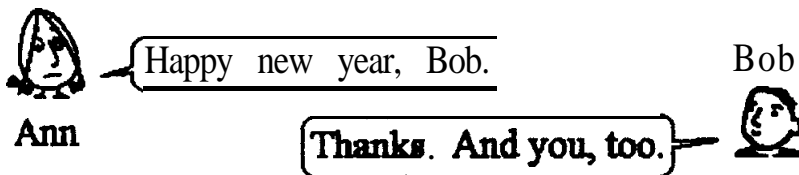
B1. Presentations

Study the examples of **seasonal** greetings below

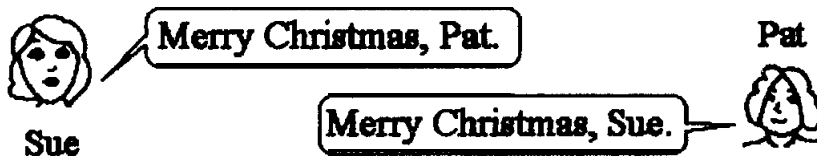
1. On March 1, Peter meets Joe in the early morning.



2. On January 1, Ann makes a long distance call to greet Bob.



3. On December 25, Sue meets Pat at their advisor's house.



B1.1 Check your understanding. (You may answer orally.)

1. How did Peter greet Joe?

2. What did Joe reply and what does it mean?

3. How did Ann greet Bob?

4. What did Bob reply and what does it mean?

5. How did Sue greet Pat?

6. What did Pat reply and what does it mean?

B1.2 Explanation

Expressions used in seasonal greetings are limited and specific to the occasions. These expressions normally begin with the word "Happy" and are followed by **the** name of the occasion and closed by **the** person's **name** for politeness. Replies to **these** greetings **are** about the same, except for **Christmas**. Now, complete **three** special occasion greetings below **and** practice speaking them with your instructor and friends.

An Easter Greeting

Peter: _____

Joe : _____

A New Year's Greeting

Ann: _____

Bob: _____

A C - G r e e t i n g

Sue : _____

Pat : _____

B2. Practice : Listening / Speaking and Writing Exercises.

B2.1 Write down the above greetings in full forms so that you can understand the meanings of them.

1. Peter: **Happy** Easter to you (Joe).

Joe: Thank you. Happy Easter to you (Peter), too.

2. Ann : _____

Bob : _____

3. sue: _____

Pat : _____

B2.2 Complete the dialogues below.

1. On November 23, Mr. John Smith makes a call to greet his sister Nancy.

Mr. smith : _____

Nancy: _____

2. Suppose you sister was born on this date. What would you say to her today when you meet her?

You : _____

Your sister : _____

C. Greetings on Introduction

C1. Presentations

Several expressions may be used for a greeting after an introduction. Study the dialogues below. You should study the **expressions** used for the **introduction** as well as for the greeting.

Dialogue 1: Porn **introduces** Tom to Pim. (Familiar)

Introduction Pom: Pim, this is Tom from New York.

Greeting Pim: Hi, nice to meet you.

Tom: Hi, nice to meet you too.

Paulo **introduces** Mr. Smith to Mr. Kim. (Formal)

Introduction Paul: Mr. Kim, I'd like you to meet Mr. Smith. Mr. Smith, this is Mr. Kim.

Greeting Mr. Smith: How do you do? (ataboutthesametime)

Mr. Kim: How do you do?

C1.1 Check your understanding. (You may answer them orally.)

1. What did Porn do? How?

2. What did both of them do? How?

3. What did Paul do? How?

4. What did both of them do? How?

C1.2 Explanation

Different expressions are used for **introductions**. For the **familiar** type use the expression "This is (Name)"; however, for the formal, the expression "I'd like you to meet (Name)" may also be used.

Expressions of **greeting** after an introduction are quite simple. Both of them may say "How do you do?" / "Hello." or "Hi, nice to meet you.". Note that "How do you do?" is not a question. It is a greeting form.

C1.3 Understanding the sentence structures.

Instead of saying "Nice to meet you.", one might say "Pleased to meet you." or "Glad to know you.". All of these greetings are in **shortened** forms. You should know their long forms. Write them down below.

1. It's nice to have met you.

2. _____

3. _____

Instead of saying "I'd like you to **meet** . . .", one might say, "May I **introduce** you to . . .?". Now, could you rewrite the **greeting** dialogues again in the space provided and then replace the **greeting** expressions and introduction expressions where necessary. After you finish them, try speaking with your friends.

Dialogue 1 : Porn introduces Tom to Pim.

Dialogue 2 : Paul introduces Mr. Smith to Mr. Kim.

C2. Practice : Exercises for listening and speaking practice.

C2.1 Sentence Practice. Right to left drills. Listen and repeat after the instructor.

1. This is / Preecha / from Ramkhamhaeng University.
2. May I / introduce / you / to / Dr. Johnson?
3. I'd like / you / to meet / my sister, / Ann.
4. Pleased / to meet / you, / Dr. Johnson.

c.2 Substitution Drills. Substitute the given words or phrases to the underlined words.

1. This is Damrong from Khonkhaen University.

Chulalongkorn University.

the English Department.

the Electric Company.

2. I'd like you to meet Mary, my pen pal.

Sue.

Nancy, my classmate.

Pim, my sister-in-law.

3. Pleased to meet you, Dr. Johnson.

Glad

Nice

Happy

C2.3 Role Playing.

Suppose you were at the party with your friend, Ann. You met Pat, your old friend, there. You introduce Ann to Pat. Practice introducing Ann to Pat in your class.

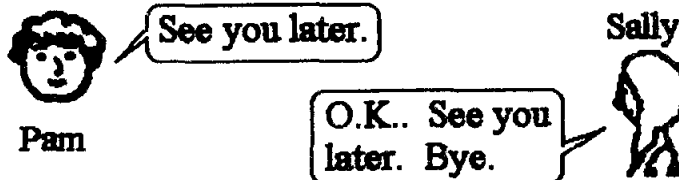
D. Farewell

To bid farewell to someone is to say "good-bye." which can be done in many ways. Study the examples of farewells below.

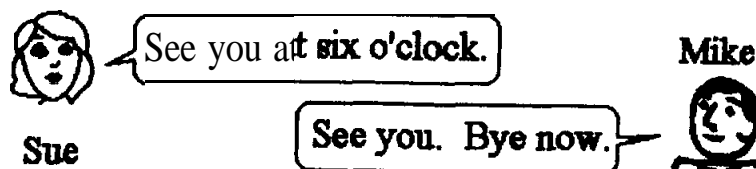
D1. Presentations

D1.1 Temporary farewell

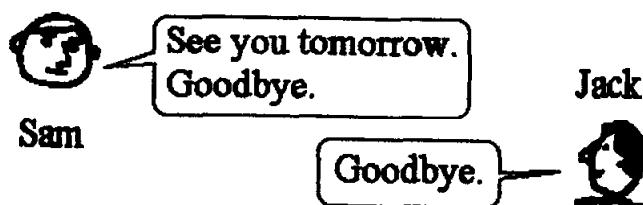
1. Pam and Sally after class.



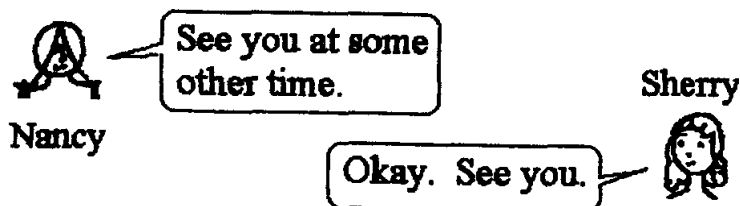
2. Sue and Mike after reading in the library.



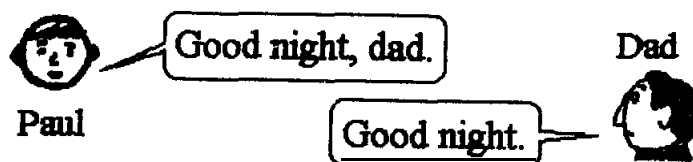
3. Sam and Jack after taking the exam.



4. Nancy and Sherry after having gone shopping.



5. Paul and his father before going to bed.



D1.1.1 Explanation

Most **leave-taking** or **farewell** expressions begin with “See you” and followed by the **definite/indefinite** date of **future** expectation. Examples of **these** two types are given below.

Expressions with definite date of future expectatial	1 . See you tomorrow. 2. See you at six o'clock. 3. See you at noon.
Expressions with indefinite date of future expectation	1. See you later. 2 . See you at some other time. 3 . See you soon.

Replies to these expressions can be just 'good-bye' or the remarks with the repetition of "See you" or "Okay" to confirm the expectation.

D1.1.2 Understanding the patterns

Leaving-taking expressions are normally in reduced forms. COULD YOU WRITE THEM OUT IN FULL FORMS? Try to finish the exercise below.

Spoken forms	Written forms
1. Pam : See you later. Sally : O.K. See you later. Bye.	I'll see you later. I'll see you later. I have to say good-bye now.
2. Sue : See you at six o'clock. Mike : See you. Bye now.	
3. Sam : See you tomorrow. Jack : Good-bye.	

D1.2 More permanent Farewell

In case a person will be gone for a certain period of time, leave-taking expressions will add remarks for best wishes and health amcem. Study the examples below and do the tasks provided.

1. Mr. Smith is seeing off his student, Paul, at the airport.



Paul

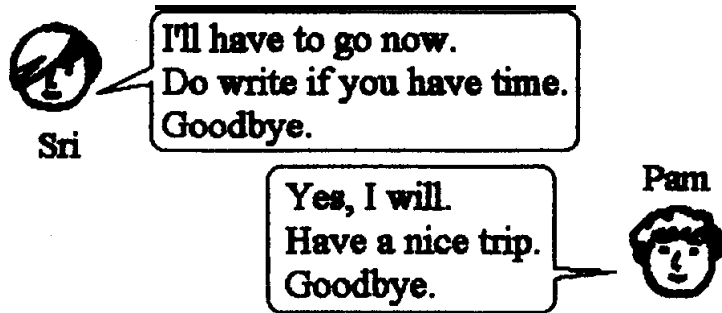
Well, thank you for coming. I'll have to say goodbye now.

Mr. Smith

Take care of yourself.
All the best. Goodbye.



2. Pam is seeing Sri off at the airport. They are intimate.



D1.2.1 Check your **understanding**. (You may **answer orally**.)

1. To whom did Mr. Smith bid **farewell**? How?

2. **What did Paul say? Why?**

3. To whom did **Pim** bid **farewell**? How?

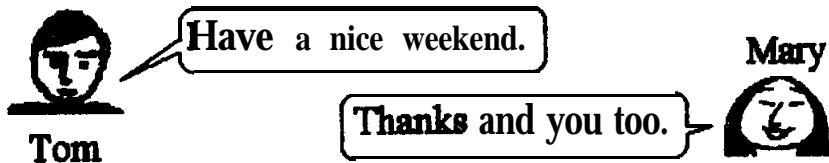
4. **What did Pam say?**

D1.2.2 **Explanation**

Instead of saying "good-bye", a person who is leaving might say "**Thank** you for coming.", or "**Do** write if you have time.". Replies to farewell expressions **could be remarks for good wishes** -- "All the best.", "Have a nice trip.", - o r health **concerns**, "Take **care** of yourself." or "**Look after** yourself."

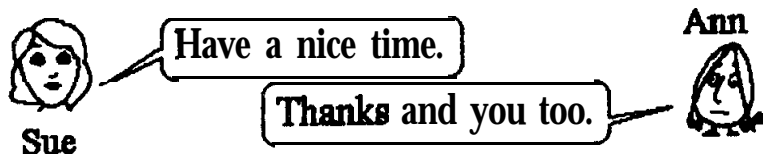
Expressions of farewell may vary according to the context. Notice more examples in the following mini-talks.

Mini-talk 1: After class on Friday. Tom bids farewell to Mary.

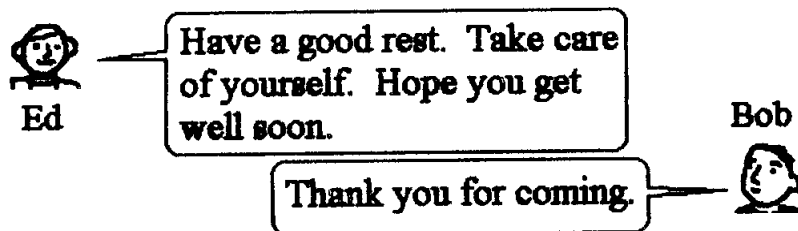


Mini-talk 2: Sue is going to the beach this weekend because it is a long holiday.

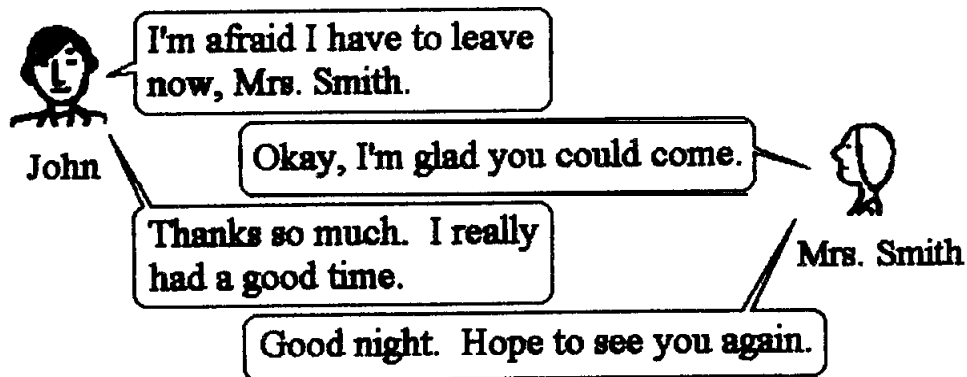
Sue bids farewell to Ann.



Mini-talk 3: Bob is sick and he is now in the hospital. d b e f o r e he leaves, he bids farewell to him.



Mini-talk 4b After the farewell party Mrs. Smith, the host.



The expressions of farewell begins with the verb "have" with an understood subject "you", except for the verb "hope".

(You) Have **a nice** weekend.

(You) Have a nice **time**.

(You) Have **a good rest**.

(You) Take **care of yourself**.

(You) Have a good trip.

(I) Hope you **get** well soon.

(I) Hope to **see you again**.

D2. Practice

D2.1 Sentence Practice. Right to left drills. Listen and repeat after the instructor.

1. Do / write / if / you / have / time.
2. Thank / you / for / coming.
3. See / you / at six / o'clock.
4. I have to / say / good-bye / now.

D2.2 Substitution Drills. Substitute the given words or phrases to the underlined words.

1. See you at six o'clock.

at some other time.

tomorrow.

later.

2. Thank you for coming.

seeing me off.

joining us.

helping me.

3. Do write if you have time.

Drop me a few lines

See me off

Viiit me

D2.3 Dictation. Listen to what your instructor says and then fill in the blanks.

1. May I _____ you to _____

2. _____ to meet the dean.

3. _____ to meet you.

4. _____ for some time.

5. Happy _____

6. _____ return.

7. _____ yourself.

8. _____ thank you _____

E. Application

Complete the following mini-talks and then indicate the contexts (a) - (g) in the space provided.

(a) normal greeting

(b) formal greeting

(c) informal greeting

(d) seasonal greeting

(e) greeting on introduction

(f) permanent farewell

(g) temporary farewell

Mini-talk 5 _____



Mary

Judy



Much better, thanks.

Mini-talk 6 : _____



Tom

Hello _____. I haven't seen you for a long time. What's new?

Pim



Mini-talk 7 : _____



Jane

I'm afraid I'll have to go now. Goodbye.

Sue



Mini-talk 8 : _____



Peter

Good morning, _____. How are you?



Dr. Thompson

And how are you?

Mini-talk 9 : _____



Jan

I'm **sorry** that I can't stay much longer.
I have an appointment at 1 o'clock.

Louise



Mini-talk 10 : _____



Joe

Happy Easter, _____.

Judy



Mini-talk 11 : _____



Paul

Sue



Hello, _____.

John

_____, Sue.

