

A greeting is what we say when we meet our friends and acquaintance. It is a customary

It is customary to greet people when you meet them.

A greeting is a friendly way of opening a conversation.

## **MEETING FIRST TIME:**

When we meet someone first time in life:

HOW DO YOU DO, I AM (NAME)

HOW DO YOU DO, I AM (NAME)

## AFTER MEETING:-

NICE TO MEET YOU
GOOD TO MEET YOU
GLAD TO MEET YOU
GREAT TO MEET YOU
I AM PLEASED TO MEET YOU



NICE TO MEET YOU TOO
GOOD TO MEET YOU TOO
GLAD TO MEET YOU TOO
GREAT TO MEET YOU TOO
I AM PLEASED TO MEET YOU TOO

## MEETING'SECOND TIME

(TO FRIENDS/TO COLLEAGUES/TO ACQUAINTANCE):

1<sup>ST</sup> LINE - HOW ARE YOU?

2<sup>ND</sup> LINE - I AM ALSO GOOD THANK YOU.

What's going on?

Or what's happening?

Or what's new?

Or / what's up?

How is life?

How is everyone at home?

How do you find Jabalpur?

How do you find Bhedaghat?

How do you find this dress on me?

1ST LINE -

I AM GOOD THANK YOU; AND what ABOUT YOU?

Not much

Or

Nothing much

It's fine/Good/Fantastic/superb/Marvelous/Better than before/Nothing special/everything is as usual/it's not bad / it's SO, SO

Everyone is good at my home.

It's an easy going city.

It's awesome.

It's flattering on you.

# SOME SENTENCES DENOTING ETIQUETTE AND MANNERS

Very kind of you. Never mind. I am very glad to see you. I am pleased to meet you. I am sorry that I could not do your work yesterday. It's all right. Do not bother. May I accompany you? You are most welcome. May I use your pen please? With great pleasure. Pardon me for not meeting you yesterday. No mention please. Ah. Thanks for such a b'ful present, this is really wonderful. Please give me your book. Oh sure, here it is please excuse me for spoiling your book. Do not mind it was an old book. May I beg your pardon? I have done your work today. I am highly obliged. I have brought your books back. So nice of you. I have sanctioned your leave. It is very kind of you. Sir, I am obliged to you forever. No mention please. I'm sorry that I have broken your pen. Never mind. Would you like to have a cup of tea? No thanks. What would you like to have ? would you mind if I saw your diary?

## SOME SENTENCES CONVEYING ORDER OR COMMAND

Have you gone crazy? I can't stand you any more. Just get out. Buzz off ( .. ). Get lost. Get me out. Shut up. Do not make a noise. You are fired. Fight with. Do not shout at him. Do not use abusive language do not sit in the middle. Go away at once. Be cautious. Be careful in future. Now speak. Listen carefully. Don't let him sing/stand there. Go there/over there immediately. Just hold it for a min. look there. Listen to me. Stand outside. Getup look at her. Do your own work. Mind your own business/tongue/headfeed. Don't be silly. Write in ink. Sign legibly. Show-him-in. clean your teeth. Switch on the light. Switch off the light. Come back soon. You must be punctual. Be regular in future. Do not pluck the flowers. Dress up. Be ready turn the tape on/off. I'm getting late. Put out/ blow off the lamp. Do not beat him. Comb your hair. Sit properly. Let him speak first. Many a pop star is coming. Get aside. Do not disturb me. Aks his name. Take off your shirt. Stop this nonsense. Wake him up at 5 O'clock. I painted this wall on my own. Lend me your ear. I can't get the hang of you, give it in black and white. Be in your limits.

Never mind. Yes, please. yes sir/madam. (How) May/can I help you? May/can I do anything for you? Why not. By all means. No, never in my life. It's enough for me. Thank God. Please stop. Do not waste my time. Hold your tongue. Listen to me Stand Up right. Come here at once. Walk slowly. Talk carefully. Please go down. Come up. Now lie down. Do not weep/cry here. To let. Heartiest congratulation on your success. Don't blame me. I am always at your service. Anything elase.

Have you ever been to America? It's more than enough. Get me a paper pl./a glass of water pl. this is vulgar/filthy thing. Don't panic. It's high time to push off. These children are a nuisance. Where to take the bus from/get down for P.O., It is slip of my Tongue. It slipped my mind.

I'm terribly sorry/ I am so sorry/ it's all my mistake / I apologize/My apologies. I'd like my checks now please. could you please tell me the way to the nearest petrol pump.? I am looking for long. Could I have the privilege of enjoying your company for sometime, I didn't mean it. Don't mention it, please let me know if there's anything I can do for you. It's good to see you. Long time no see! where have you been upto? How come you are here? How are you are doing? I am sorry, I lost count of time. Could I take my leave now?

### SOME COMMON USES O PREPOSITIONS

Don't use any preposition ofter. Order, reach, attack, resist, pick, pervade, request, precede, succeed, infrom, obey, resemble, assist, violate, combat, benefit, afford, accompany.

AT

Aim at, point at, laugh at, stare at, look at, throw at

At dinner/ breakfast, at sight / first sight, at work / play, at short notice at war / peace, at a moment's notice, at length / last, at home / sea / church at will (as one wishes), at school at a loss (not to know how). at a pinch, at all events, at a profit / loss, at present, at this / that (whereupon), at once, at any rate (any how), at all costs, at times, at hand, at a time, at the same time, at ease, at heart, at best, at worst, at most, at least.

BY

by land / sea / air

by ship / plane / car / bus

by hear

by letter / post / hand/cable/telegram

by day/night

by chance/design

by mistake

by accident/good fortune

by luck

by no means

by all means

by rights

by degrees

by the way

by sight/name

by surprise

by far

by one self/ yourself/himself.

IN

In common

In fun/play

In a hurry

In public/private

in time

.in debt/difficulties

in danger

in half

in pieces

in ink/pencil/paint

in love

in need

in itself

in other words

in that way

in short

in brief

in a word

in all likelihood.

in bed

in place
in sight
in tears
in all
in any case
in that case

in some cases in fact in particular

on fire
on business/pleasure/
holiday/vacation
on the contrary
on a visit/leave
on duty/watch/guard
on journey/one's way
on sale
on foot/horseback

superior to junior to senior to

in trouble
in hand
in work
in the long run
in due course
in the end
(at last or eventually)
in general
in sense (understood in a way)

### ON

on purpose
on the other hand
on the whole
on no/my/any account
on second thought
on the average
on the whole

#### TO

inferior to

prior to/ prefer to

anterior to/ posterior to

preferable to