Introduction

This greetings and introductions worksheet activity helps to teach students language for greetings, making introductions, small talk and ending a conversation.

Procedure

Give each student a copy of the worksheet.

Divide the students into groups of three and have them role-play the dialogue on the worksheet.

When the students have finished, they write down the language that was used in the conversation to greet someone, introduce someone, make small talk, end the conversation and say goodbye.

Afterwards, review the language with the class.

Answer key

Greeting someone: Hello.  
         Hi. It's good to see you again.  
         How are you doing?

Introducing someone: ..., this is my friend...

Responding to an introduction: Nice to meet you (too).

Making small talk: Your English is really good.  
         Where do you go to school?  
         What's your major?

Ending the conversation: Sorry I have to go now.  
         Have a great day.  
         It was nice meeting you.

Saying goodbye: See you later.  
         Bye.  
         Take care.  
         I'll see you tomorrow.

Now, ask the students to suggest other possible language for each function and write their ideas on the board.

In their groups, students then write a similar dialogue where they greet each other, make introductions and small talk, and say goodbye.

These dialogues are then presented to the class and feedback is given.
A. In groups of three, role-play the dialogue below.

Tony: Hello Ann. It's good to see you again. How are you doing?
Ann: Hi Tony. I'm doing fine. How about you?
Tony: I'm doing great. Ann, this is my friend Kate. She's from the U.S.
Ann: Hi Kate, nice to meet you.
Kate: Nice to meet you too. Ann your English is really good. Where do you go to school?
Ann: Oh, thank you. I'm a student at the local university.
Kate: What's your major?
Ann: My major is Business Administration. I'm a graduate student. Tony, you are studying at the School of Humanities, right?
Tony: That's right. I'm an English major undergraduate.
Kate: That's good. Sorry Ann, Tony and I have to go now. Have a great day.
Ann: You too, Kate. It was nice meeting you. See you later Tony.
Tony: Bye Ann. Take care. I'll see you tomorrow.

B. Which language from the dialogue is used to...

Greet someone: _____________________________________________________________
Introduce someone: __________________________________________________________
Respond to an introduction: ____________________________________________________
Make small talk: _____________________________________________________________
End the conversation: _________________________________________________________
Say goodbye: ________________________________________________________________

C. In your group, write a similar conversation where you greet each other, make introductions and small talk, and say goodbye.

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