

Greetings

Hello, .../ Hi, ...

Good morning/ afternoon/ evening.

Good/ Nice to see you again.

I'm glad/ happy/ pleased to see you.

How are you? - Fine, thanks. And you?

How have you been? - Very well. And you?

How are things? - Not too bad, thanks.

How is your girlfriend? - She's fine.

Introductions

Introducing oneself

Can/ May I introduce myself? My name's Peter.

Let me introduce myself. My name's

I'd like to introduce myself. I'm

I don't think we've met. I'm

Introducing someone else

Can/ May I introduce a good friend of mine? This is

Have you met ... ?

I'd like you to meet

I want you to meet

Making contact

Excuse me, are you Mrs ... ? - Yes, that's right.

Hello, you must be Mrs

You are Mr ..., aren't you?

Have we met?

How do you do? - How do you do?

Nice to meet you. - Nice to meet you, too.

Please, call me - Then you must call me

Good-byes

Good bye/ Bye/ I'll say good bye/ See you later/ See you soon.

I must go now.

I (really) must be going.

I must be off.

I'm afraid I've got to go.

It's getting (very/ rather) late.

I'll miss my train.

They're calling my flight.

I've got some things to prepare for

I've got a lot to do this afternoon.

I want to get away before the traffic gets too bad.

I've enjoyed talking to you.

It's been (most) interesting talking to you.

It's been a very useful meeting/ nice afternoon.

Thanks for everything.

Thank you for (all) your help.

Thank you for coming.

Have a good/ safe trip/ flight. - Thank you ... (same to you).

Have a good weekend. - Same to you.

Enjoy the rest of your stay. - Same to you.

It was nice meeting you. - I really enjoyed meeting you, too.

I hope to see you again. - I hope so, too.

See you on the 13th. - See you.

I look forward to our next meeting.

I look forward to seeing you again.

I look forward to seeing you when you're next in London.