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

<table>
<thead>
<tr>
<th>Tom</th>
<th>Hello, Pim. How are you?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Very well. Thank you. And you?</td>
</tr>
<tr>
<td></td>
<td>Fine. Thank you.</td>
</tr>
</tbody>
</table>

Pim

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

<table>
<thead>
<tr>
<th>Stress</th>
<th>Symbols</th>
<th>Pitch</th>
<th>Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
<td>= loudest stress</td>
<td>1</td>
<td>= lowest</td>
</tr>
<tr>
<td>A</td>
<td>= secondary stress</td>
<td>2</td>
<td>-mid</td>
</tr>
<tr>
<td>\</td>
<td>= tertiary stress</td>
<td>3</td>
<td>-high</td>
</tr>
<tr>
<td>.</td>
<td>= weakest stress</td>
<td>4</td>
<td>= highest</td>
</tr>
</tbody>
</table>

Tom: Hello, Pim. How are you?
Pim: Very well, thank you and you?

Tom: Fine, thank you.

A1.1.4 *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.

- **Speaker:** Greeting word + Name + Health Inquiry
- **Tom:** Hello, Pim. How are you?

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 follows:

- **Speaker:** Response to health inquiry + Statement showing appreciation + Health inquiry
- **Pim:** Very well, thank you. And you?

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.

<table>
<thead>
<tr>
<th>spoken forms or shortened forms</th>
<th>Written forms or full form.</th>
</tr>
</thead>
<tbody>
<tr>
<td>And you?</td>
<td>How are you?</td>
</tr>
<tr>
<td>Very well</td>
<td>I am feeling very well.</td>
</tr>
<tr>
<td>I am very well.</td>
<td></td>
</tr>
<tr>
<td>Fine</td>
<td>Thank you for asking me.</td>
</tr>
<tr>
<td>Thank you.</td>
<td></td>
</tr>
<tr>
<td>Thanks.</td>
<td></td>
</tr>
</tbody>
</table>

**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:  

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

Susan Smith:  

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

Dr. Thompson:  

I'm fine, thank you.
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.

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

Tom

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

Jim

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

A1.3.1 Check you 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 here that. Have you taken anything for it?

A1.3.4 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.

A1.3.5 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.

<table>
<thead>
<tr>
<th>Reduced sentences</th>
<th>N 1 Sentences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Polite</th>
<th>Common</th>
<th>Familiar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good morning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>First Names (Familiar)</th>
<th>Full Names (Formal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy</td>
<td>Mrs. Nancy T. Woo</td>
</tr>
<tr>
<td></td>
<td>Miss Patricia Jenkins</td>
</tr>
<tr>
<td></td>
<td>Dr. Michael Long</td>
</tr>
<tr>
<td></td>
<td>Professor John Smith</td>
</tr>
<tr>
<td></td>
<td>Mr. David Thompson</td>
</tr>
</tbody>
</table>
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 following expressions are 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 stayed up late.  Good evening

Goodbye (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.

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.

   Peter: Happy Easter, Joe.

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

   Ann: Happy new year, Bob.
   Bob: Thanks. And you, too.

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

   Sue: Merry Christmas, Pat.
   Pat: Merry Christmas, Sue.
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** Pim: Pim, this is Tom from New York.

**Greeting** Pim: Hi, nice to meet you.

Tom: Hi, nice to meet you too.

Paul 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? (at about the same time)

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 “Wow 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.

C2.2  *Substitution Drills. Substitute the given words or phrases to the underlined words.*

1. This is Damrong from Khonkaen 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.

   Pam: See you later.
   O.K. See you later. Bye.
   Sally:
2. Sue and Mike after reading in the library.

\[ \text{See you at \textit{six o'clock}.} \]

\[ \text{See you. Bye now.} \]

3. Sam and Jack after taking the exam.

\[ \text{See you tomorrow.} \]

\[ \text{Goodbye.} \]

\[ \text{Goodbye.} \]

4. Nancy and Sherry after having gone shopping.

\[ \text{See you at some other time.} \]

\[ \text{Okay. See you.} \]

5. Paul and his father before going to bed.

\[ \text{Good night, dad.} \]

\[ \text{Good night.} \]

D1.1.1 Explanation

Most \textit{leave-taking} or \textit{farewell} expressions begin with "See you" and followed by the \textit{definite/indefinite} date of \textit{future} expectation. Examples of these two types are given below.
Expressions with definite date of future expectation

<table>
<thead>
<tr>
<th>1. See you tomorrow.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. See you at six o’clock.</td>
</tr>
<tr>
<td>3. See you at noon.</td>
</tr>
</tbody>
</table>

Expressions with indefinite date of future expectation

<table>
<thead>
<tr>
<th>1. See you later.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. See you at some other time.</td>
</tr>
<tr>
<td>3. See you soon.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Spoken forms</th>
<th>Written forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pam: See you later.</td>
<td>I’ll see you later.</td>
</tr>
<tr>
<td>Sally: O.K. See you later. Bye.</td>
<td>I’ll see you later. I have to say good-bye now.</td>
</tr>
<tr>
<td>Sue: See you at six o’clock.</td>
<td></td>
</tr>
<tr>
<td>Mike: See you. Bye now.</td>
<td></td>
</tr>
<tr>
<td>Sam: See you tomorrow.</td>
<td></td>
</tr>
<tr>
<td>Jack: Good-bye.</td>
<td></td>
</tr>
</tbody>
</table>

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 amen. Study the examples below and do the tasks provided.

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

Mr. Smith: Well, thank you for coming. I’ll have to say goodbye now.

Paul: Take care of yourself. All the best. Goodbye.
2. Pam is seeing Sri off at the airport. They are intimate.

I'll have to go now.
Do write if you have time.
Goodbye.

Pam

Yes, I will.
Have a nice trip.
Goodbye.

Sri

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.", or 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.

Tom: **Have a nice weekend.**

Mary: **Thanks and you too.**

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

Sue bids **farewell** to Ann.

Sue: **Have a nice time.**

Ann: **Thanks and you too.**

Mini-talk 3: Bob is sick and he is now in the hospital. Before he leaves, he bids farewell to him.

Ed: **Have a good rest. Take care of yourself. Hope you get well soon.**

Bob: **Thank you for coming.**

Mini-talk 4: After the farewell to Mrs. Smith, the host.

John: **I'm afraid I have to leave now, Mrs. Smith.**

Mrs. Smith: **Okay, I'm glad you could come.**

John: **Thanks so much. I really had a good time.**

Mrs. Smith: **Good night. Hope to see you again.**

The expressions of farewell begin 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
   Visit 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:

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

Tom

Pim

Mini-talk 7:

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

Jane

Sue

Mini-talk 8:

Good morning, __________. How are you?

Peter

And how are you?

Dr. Thompson

Mini-talk 9:

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

Jan

Louise
Mini-talk 10:

Joe: Happy Easter, _____________.

Judy:

Mini-talk 11:

Paul:

Sue:

Hello, _____________.

John: _____________, Sue.