

INVITATIONS, OFFERS & RESPONSES

Would you like to visit our factory?

Yes, I'd love to. Thanks very much.

How about lunch next week?

That sounds great but could we make it the following week instead?

Can I get you something to drink?

Thanks, I'll have a glass of wine please.

How about a bite to eat?

Lovely, where shall we go? **(Very informal)**

SAYING GOODBYE

Goodbye!

Bye for now!

See you soon!

Cheerio!

See you! / See ya! **(Very informal)**

Catch you later! **(Very informal)**

It was very nice to meet you, goodbye.

I've enjoyed talking to you, bye

Remember that "bye bye" can sound a little infantile.

As a guest, what should you say when you want to leave a restaurant or your host's house? As a host, what should you say in return?

Guest - Stating You Have to Leave

Well, it's getting late so I'd better get going.

I'm afraid I have to go; I have a big day tomorrow.

(a big day = a busy day)

I'd better be off; I have to get up early tomorrow.

I'd better get going; it's a long drive home.

Well, time to go. **(Informal)**

Time to hit the road. **(Idiom, informal)**

Guest - Thanking Your Host

Thank you for a lovely evening. **(Formal)**

Thank you for a lovely time. **(Formal)**

Thank you for inviting us.

Thank you for having me over.

I've had a great time. Thanks.

I've had a lovely evening. Thanks for asking me over.

Thanks for the food and drinks!

Thanks for the good food and good company.

Host - Saying Goodbye

It's been our pleasure to have you here. **(Formal)**

It's been a delightful visit. **(Formal)**

Thank you for coming.

Thanks for dropping by.

Glad you could come.

Come back soon.

Let's do this again soon.

We must do this again sometime.

We must do this more often.



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A POCKET GUIDE TO

Social English



Social English

Some basic advice

Making conversation with somebody you don't know can be difficult and even more so in a language that is not your own; the following should help.



INTRODUCING YOURSELF

Hello/Good morning/Good Afternoon/Good evening/Hi
Good night is used at the end of the day to indicate that you are leaving

May I introduce myself?
I'm / My name's Michael Thompson from Zurich.
Pleased to meet you/Glad to meet you/Nice to meet you.
Pleased / Nice / Glad to meet you **too**.
How do you do?

How are you doing? (informal)
How's it going? (Very informal)

INTRODUCING ONE PERSON TO ANOTHER

There are a number of phrases that are commonly used to introduce strangers.

I don't think you've met Jane.
May I introduce you to Jane?
Do you know Jane?
I'd like you to meet Jane.

When you meet someone for the first time it is common to greet the person with "How do you do?" the correct response is "How do you do.?"

Here is a short introductory conversation:

Lisa: Daniel, I'd like you to meet Karen.
Daniel: How do you do?
Karen: How do you do?
Lisa: Karen works for ...

A variation is also "It's a pleasure to meet you." or "Pleased to meet you."

Lisa: Daniel, I'd like you to meet Karen.
Daniel: It's a pleasure to meet you.

Lisa: Karen works for ...
Karen: How do you do?

Lisa: Daniel, I'd like you to meet Karen.
Daniel: How do you do?

Karen: Pleased to meet you.
Lisa: Karen works for ...

STARTING A CONVERSATION

Ask neutral questions e.g.

Have you been here before?
Where are you from?
What do you do (for a living)?
How's business?
Where are you staying?
How long have you been working for Zurich?
What did you think of the presentation?

KEEPING A CONVERSATION GOING

Here are some strategies to help maintain a conversation:

Really!
How interesting!

If your answer to a question is negative, return the question:

Have you ever been to Norway?
No I haven't. What about you?

If you hear something surprising, repeat the last part of the sentence:

John: "A cup of coffee cost me 3 Euros".
Michael: "3 euros!"

Use auxiliary verbs to help show interest:

John: "I'm staying at the White House Hotel".
Michael: "Are you?"

John: "Yes, it's very comfortable and the restaurant is marvellous".
Michael: "Is it?"

Use question tags to encourage conversation:

That was an interesting talk, **wasn't it?**
It's a lovely day, **isn't it?**
We've met before, **haven't we?**

You were here last year, **weren't you?**

If there is no auxiliary verb, use "don't".

You work for Zurich, **don't you?**

She lives in Milan, **doesn't she?**