

Unit 1 Greeting

教学目标

语言知识目标

- ☞ 掌握英语打招呼用语（包括正式和非正式）。
- ☞ 能简单询问个人信息并作出回答。
- ☞ 了解中西方名字表示方式的区别。
- ☞ 掌握本单元出现的词汇、短语和句型，并能用一些简单的短语或句型进行问候。
- ☞ 掌握 26 个字母的发音及对应的音标。
- ☞ 掌握冠词用法。

语言技能目标

- ☞ 听——能够听懂关于打招呼、询问个人信息的英文表达。
- ☞ 说——能够用英语和他人打招呼并询问他人的基本信息。
能够用英语简短回答他人的提问。
- ☞ 读——能够正确跟读所学单词、对话及文章。
能够阅读并理解有关打招呼的文章。
- ☞ 写——能够掌握英语书写方法。
能够制作个人名片。能够写简短的个人介绍。

文化素养目标

- ☞ 了解中西方问候的不同之处，能使用相应的问候语与外国人打招呼。
- ☞ 了解西方正式与非正式打招呼用语。
- ☞ 能认知中英文名字的文化信息。



★ Warming-up

I. Read and role play. 阅读并进行角色扮演。



Hi, Karen. What's new?

Ways to say "How are you?"

How are you doing?

How are things?

What's up?

How's it going?

What's happening?

What's new?

All right?

How have you been?

Response

Pretty good.

Not bad.

Fantastic!

Couldn't be better!

I've been busy.

The same as always.

Not so great.

Terrible!

Hi, Tom. It's the same as always.



II. What do you say at this moment of the day? 在每天的这个时候你会说些什么呢?

Goodbye.

Good afternoon.

Nice to meet you.

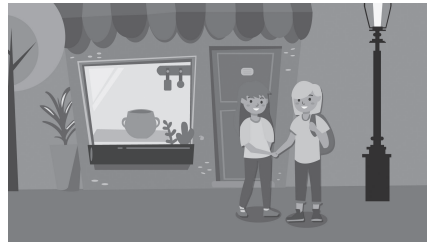
Good morning.

Good night.

Good evening.



Goodbye.



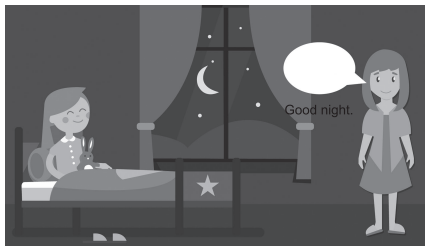
Nice to meet you.



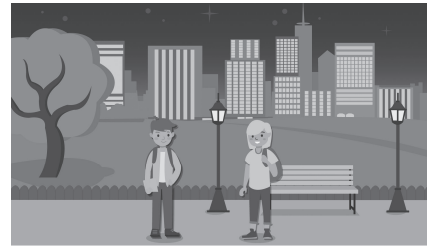
Good afternoon.



Good morning.



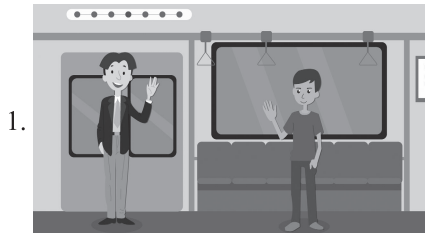
Good night.



Good evening.

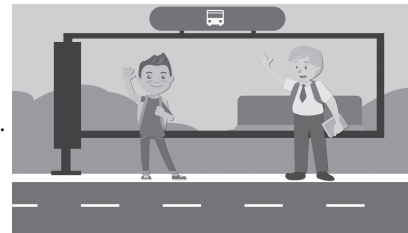
III. Complete the dialogues with the sentences in the box. 用方框中的句子完成对话。

See you!	Hello!	How is everything?
Fine, thanks.	My name is Carl.	



1.

—Hello!
—Hello!



2.

—See you!
—See you!



3.



—Hi, Lily! How is everything?

—Not too bad.

4.



—How are you?

—Fine, thanks.

5.



—What's your name?

—My name is Carl.

教学建议

本活动旨在让学生了解打招呼常用语，可让学生两人一组进行角色扮演，以加深印象。教师也可以设置场景，让学生根据不同的时间进行打招呼。

★ Pronunciation



Letter Names

A a B b C c D d E e F f G g

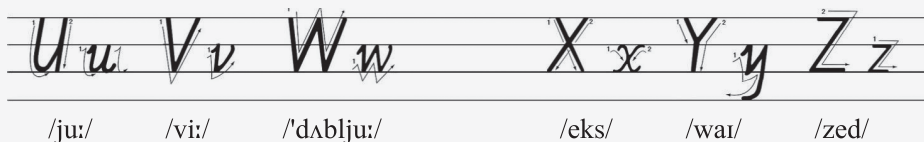
/eɪ/ /bi:/ /si:/ /di:/ /i:/ /ef/ /dʒi:/

H h I i J j K k L l M m N n

/eɪtʃ/ /aɪ/ /dʒeɪ/ /keɪ/ /el/ /em/ /en/

O o P p Q q R r S s T t

/əʊ/ /pi:/ /kju:/ /ɑ:(r)/ /es/ /ti:/



字母学习技巧

(1) 元音字母 (vowel letters) :

A a E e I i O o U u

(2) 在书写字母时，一般都要向右斜 10° 左右，斜度要保持一致。

单词与单词之间要有一定距离，一般以小写字母 a 的宽度为宜。

教学建议

教师教学时要让学生掌握字母的正确读音，并初步感知字母在单词中的读音，为以后学习语音奠定基础。字母的书写要一步步进行：先观察字母，再观察笔顺、占格情况。

Exercises

I. Listen and repeat.

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk
Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv
Ww Xx Yy Zz

II. Read aloud.

PRC VIP UFO CEO GDP
CPC DIY CBA EMS ATM
SOS KFC GPS DNA CCTV

★ Listening and Speaking



It's Nice to Meet You!

Loren: Hello, are you **new** here? I haven't seen you before.

Edwin: Hi, yes. I'm a new student. I just **arrived** yesterday.

Loren: I'm Loren. It's nice to meet you!

Edwin: My name is Edwin Wang. Nice to meet you, too.

Loren: So Wang is your family name? Where do you come from?

Edwin: Yes. I come from a small city in the **northeast** of China.



Loren: Do you want to come and have some coffee with me? I am going to meet my friends. They would love to meet you.

Edwin: That would be great. Thank you.

Loren: **Don't mention it.** I hope you enjoy your time here. Let's go and meet my friends.

Words and Expressions

new	/nju:/	adj.	新来的, 初来乍到的; 新的
arrive	/ə'raɪv/	v.	到达; 到来
northeast	/'nɔ:θ'i:st/	n.	东北
		adj.	东北的
		adv.	向东北
Don't mention it.			不用客气。

Listen to the dialogue and discuss.

1. What's your name?
2. Where are you from?

You May Use:

Name

My name is ...

I'm ...

My family name is *Green* and my given name is *Alice*.

...

Come from

I come from ...

I'm from ...

I grew up in a small village in ...

I grew up in a big city.

Do You Like Here?

Loren: Hey, guys. This is Edwin and he's a new student here.

Bruce: Hi! Nice to meet you. My name is Bruce.

Amy: Hi, I'm Amy Smith. **Have a seat** and tell us something about you.

Edwin: Hi. It's great to meet you. I'm from a city that is not large in the northeast of China.



Amy: Do you speak English in your **hometown**?

Edwin: No, we speak **Chinese**.

Loren: It must be difficult coming so **far away from** your family.

Edwin: Yes, but I have always wanted to travel and meet new people.

Amy: Do you like here?

Edwin: Yes. I am very **excited** to be here. Where do you come from?

Amy: I come from **England**. And Bruce is from **Italy**.

Bruce: It was nice to meet you, Edwin. I have to go to my class now. I will see you later. Bye.

Edwin: Goodbye.

Words and Expressions

guy	/gaɪ/	<i>n.</i>	伙计们
have a seat			坐下
hometown	/'həʊmtaʊn/	<i>n.</i>	家乡
Chinese	/'tʃaɪ'niz/	<i>n.</i>	中国人; 汉语
		<i>adj.</i>	中国的; 中国人的; 汉语的
far away from			远离
excited	/'ɪksaɪtɪd/	<i>adj.</i>	感到兴奋的; 激动的
England	/'ɪŋɡlənd/	<i>n.</i>	英格兰; 英国
Italy	/'ɪtəli/	<i>n.</i>	意大利

Listen to the dialogue and discuss.

1. What language do you speak? Do you speak English?
2. Do you like your school?

You May Use:

Language

I speak English. I can speak a little Chinese.

I can speak English.

Can you speak Chinese?



Yes, I can.

Do you know any French?

...

Like it or not

How do you like here?

Do you like here? Why?

What do you like best here?

Do you like it here?

Do you like living here?

I am very excited to be here.

I'm not very happy to be here.

Exercises

I. Fill in the table and introduce yourself. 填写表格并介绍自己。

Name	My family name/last name is <u>Smith</u> . My given name/first name is <u>Amy</u> .
Language	I can speak <u>English</u> and a little <u>French</u> .
	I can't speak <u>Chinese</u> .
	My English is not very good.
Do you enjoy your time at school?	Yes, I enjoy my time here. No, I'm very homesick. I can't bear to be so far <u>away</u> from home.



Hello, everyone. I'm a Chinese boy. My family name is Wang. My given name is Gang. I come from a big city. I can speak Chinese and a little English. I am a technical secondary school student. My major is electronic technology and applying. I like my school life. I make many friends here. I am very excited to be here.



II. Ask five classmates and fill in the table.

First name (Given name)	Last name (Family name)	Come from

教学建议

两篇对话围绕学生的校园生活展开，涉及打招呼常用语、中西方名字、国别、语言等。可让学生跟读并进行角色扮演，以掌握打招呼常用句型和短语。每个对话后面的开放性讨论，老师可引导学生自由发挥，让学生根据提示语对自己的信息进行介绍，让学生认知语言输入与输出的重要性。

会话语言重点

1. Hello, are you new here? 你好，你是新来的吗？

这是一个一般疑问句，一般要用 yes 或 no 来回答，然后再说理由。例如：

—Hi, are you new here? 你好。你是新搬来的吗？

—Yes, I just moved in yesterday. 是的，我昨天才搬来的。

new 在该句中表示“新来的；初到某地的”。例如：

new neighbors 新邻居

a new president 新执政的总统

2. I just arrived yesterday. 我昨天刚到。

arrive 表示“到达”，是不及物动词。要表示“到达某地”，通常要用介词 at（一般用于较小的地方）或 in（一般用于较大的地方）。例如：

We arrived in Beijing in the afternoon. 下午我们抵达北京。

We arrived at the train station too late. 我们到火车站太晚了。

3. So Wang is your family name? 所以王是你的姓？



family name 意为“姓”，given name 意为“名”。英语的姓名通常由 given name（名）、middle name（中间名）、family name（姓）组成。一般结构为名+自取名+姓，但在很多场合中间名往往略去不写，如 George Water Bush 一般写成 George Bush。英文的 first name=

中文的名字; last name= 中文的姓。外国人的名字都是把姓放在后面, 而中国的姓则是放在前面, 如果要写成英文名, 就需要把姓放到后面, 如果中国人自己有英文名字的, 可以先写英文名, 再写姓。例如:

李小龙→ Xiaolong Li

Gina Chen

4. I come from a small city in the northeast of China. 我来自中国东北的一个小城市。
northeast 主要作为名词、形容词、副词, 作名词时意为“东北方, 东北部”, 作形容词时意为“东北的; 向东北的; (风等)来自东北的”, 作副词时意为“在东北; 向东北; (风等)来自东北”。例如:

The wind blows from the northeast. 风从东北方刮来。(作名词)

I was born in a northeast city. 我出生于一个东北部的城市。(作形容词)

They voyaged northeast for several days. 他们向东北航行了几天。(作副词)

5. Don't mention it. 别客气。

Don't mention it 可以用来回答感谢或类似于感谢的句子, 意为“不用谢; 不客气; 不要这样说”, 也可以用来回答道歉, 意为“没关系”, 还可以表示某事不重要或别提某事了(一般是不好的事情), 意为“别提了; 那就算了”。例如:

—Thank you very much. 非常感谢。

—Don't mention it. 不用客气。

—I'm sorry to have troubled you. 对不起, 麻烦你了。

—Don't mention it. 没关系。

—How about your exam? 你考得怎么样?

—Don't mention it! I failed. 别提了! 我没通过。

6. It must be difficult coming so far away from your family. 远离家人远道而来一定很不容易吧。

far away 意为“在远处”, far away from 意为“离……很远”, away from 意为“离开……”, far from 同 far away from, 也意为“离……远”。

it+be+名词或形容词+动名词, 动名词短语是真正的主语, it 是形式主语。这类名词和形容词常常是 good, no good, no use, a waste of, useless 等。例如:

It's a waste of time talking to her. 和她说话纯粹是浪费时间。

It is no use arguing about the matter with him. 和他争论这件事是没有用的。

7. I am very excited to be here. 我很高兴来到这里。

excited 与 exciting 都是形容词, 并且都可以在句子中用作定语或表语, 但它们的意思和在句中的用法有差异。excited 意为“兴奋的”, 一般修饰人; 而 exciting 意为“令人感到兴奋的”, 一般修饰物。例如:

Was it an exciting novel? 这是一本激动人心的小说吗?

Are you excited about going to Shanghai Disneyland Park? 要去上海迪士尼乐园了, 你兴奋吗?



★ Reading



English Greetings

Most likely, you learned the basic English greetings before you started to learn English language skills. If you want to make a good first **impression**, there are a lot of ways to say “hello”.

How do you do?

“How do you do?” is **appropriate** for a business dinner or a formal event. This expression is not often used, but you can still hear it from older people.

Nice to meet you / Pleased to meet you

This is one of the **respectful** greeting examples you can use to greet someone you meet for the first time.

Hey or Hi

You can use “hey” and “hi” to greet someone **instead of** “hello”. Both are **particularly** popular **among** younger people. “Hi” is appropriate to use in any **casual situation**. “Hey” is for people who have already met. “Hey” doesn’t always mean “hello”. It can also be used to call for someone’s **attention**.

Translation

英语招呼语

很有可能在开始学习英语语言技能之前，你已经学习了基本的英语问候语。如果你想给人留下良好的第一印象，有很多打招呼的方式。

How do you do?

“你好！”适用于商务晚宴或正式场合。这个表达不常用，但你仍然可以从老年人那里听到。

Nice to meet you / Pleased to meet you

这是一个礼貌的问候例子，你可以用它来问候初次见面的人。

Hey or Hi

你可以用 **hey** 和 **hi** 来问候别人而不是 **hello**。这两种表达在年轻人中都特别受欢迎。**hi** 适用于任何非正式场合，而 **hey** 则适用于已经认识的人。**hey** 并不总是表示“你好”。它也可以用来引起某人的注意。

Words and Expressions

impression	/ɪm'preʃn/	<i>n.</i>	印象
appropriate	/ə'prəʊpɪət/	<i>adj.</i>	适当的
respectful	/rɪ'spektfəl/	<i>adj.</i>	表示尊敬的；有礼貌的



instead of			代替; 而不是……
particularly	/pə'tɪkjələli/	<i>adv.</i>	特别; 尤其
among	/ə'mʌŋ/	<i>prep.</i>	在……之中
casual	/'kæʒuəl/	<i>adj.</i>	非正式的
situation	/'sɪtʃu'eɪʃn/	<i>n.</i>	情况, 形势, 局面
attention	/ə'tenʃn/	<i>n.</i>	注意; 注意力

Notes

Both are particularly popular among younger people.

两者都特别受年轻人的欢迎。

among 在这里表示范围, 意为“在……之内”, 其宾语通常是一个表示笼统数量或具有复数意义的名词或代词。注意其与 between 的区别, between 主要指两者之间, among 一般指三者或三者以上。例如:

She felt very lonely among all these strange people. 她在这些陌生的人中间感到很孤独。

There is a generation gap between my parents and me. 我父母和我之间有代沟。

Exercises

Words

Choose the words or phrase to fill in the blanks. 选择单词或短语填空。

instead of	among	situation	attention
particularly	casual		

1. They are in a difficult situation.
2. Why not use your bike to get to work instead of your car?
3. Sara turned her attention back to her magazine.
4. He was among friends.
5. I particularly like the purple dress.
6. It was just a casual meeting.



Reading Comprehension

Read the following sentences and decide True (T) or False (F). 读下面的句子，判断是正确还是错误。

- (T) 1. “Hi” is used in some casual situations.
- (F) 2. “Hey” can be used for people who first meet.
- (F) 3. “How do you do?” is often used in an informal event.
- (T) 4. “Hey” doesn’t always mean “hello”.
- (T) 5. If you meet someone for the first time, you can use “Nice to meet you”.

教学建议

本文简单介绍了几种常见的打招呼方式。教师可从正式和非正式，美式和英式，或者 Slang Greetings 和 Funny Greetings 等角度，分别向学生介绍打招呼方式。

课文语言重点

1. If you want to make a good first impression, there are a lot of ways to say “hello”. 如果你想给人留下好的第一印象，有很多打招呼的方式。

impression 为名词，意为“印象，感想”。常用搭配 first impression 意为“第一印象”。leave/make a(n) ... impression (on sb.) 表示“(给某人)留下……的印象”。例如：

What were your first impression of the school? 你对这个学校的第一印象是什么？

His words made a strong impression on me. 他的话给我们留下了深刻的印象。

2. “How do you do?” is appropriate for a business dinner or a formal event. “你好！”适用于商务晚宴或正式场合。

appropriate 在此为形容词，意为“适当的；合适的”，后可接介词 for 或 to，表示“……是恰当的”。例如：

Her clothes are not appropriate for a formal meeting. 她的衣服不适合参加正式会议。

It is appropriate to discuss this with your teacher. 和你的老师讨论这个问题是合适的。

3. This is one of the respectful greeting examples you can use to greet someone you meet for the first time. 这是一个非常礼貌的表示问候的例子，你可以用它来问候初次见面的人。

respectful 为形容词，表示某件事或者某人的行为恭敬的，有礼貌的。其副词形式为 respectfully。例如：

He always has respectful behaviors. 他总是彬彬有礼。

She said respectfully. 她恭敬地说。

4. You can use “hey” and “hi” to greet someone instead of “hello”. 你可以用 hey 和 hi 来问候别人，而不是 hello。

instead of 是短语介词，意思是“代替”“而不是”。它后面一般接名词、代词、

动名词或介词短语作它的宾语。例如：

He drinks some juice instead of water. 他喝了一些果汁而不是水。

5. Both are particularly popular among younger people. 这两种表达在年轻人中都特别受欢迎。

(1) particularly 是副词，意为“尤其地，特别地”。例如：

I particularly like the brown shoes. 我特别喜欢那双棕色的鞋。

(2) among 是介词，意为“在……之中”，可以表示位置、范围、所属。例如：

She is sitting among a group of children. 她正坐在一群孩子中间。（表位置）

Beijing is among the largest cities in the world. 北京是世界上最大的几座城市之一。（表范围）

This is a custom among the Germans. 这是德国人的习俗。（表所属）

6. “Hi” is appropriate to use in any casual situation. “Hey” is for people who have already met. hi 适用于任何非正式场合，而 hey 则适用于已经认识的人。

(1) casual 意为“随便的；非正式的”，可用作定语，修饰名词，也可作表语。例如：

This is a casual meeting. 这是一个非正式会议。

Her attitude to work is very casual. 她工作态度非常马虎。

(2) situation 表示“情况；形势”，是可数名词。例如：

He is in a dangerous situation. 他处境危险。

7. “Hey” doesn't always mean “hello”. It can also be used to call for someone's attention. hey 并不总是表示“你好”。它也可以用来引起某人的注意。

(1) be used to 意为“被（由）……使用”，be used to do sth. 可表示“（某物）被用作……”，其后接动词原形。例如：

A knife is used to cut vegetables. 刀被用来切蔬菜。

(2) call for 表示“为了……叫喊；需要”。例如：

A truck driver called for help. 卡车司机呼救。

(3) attention 意为“注意；注意力”，是不可数名词，因此不能与不定冠词连用，也没有复数形式。例如：

You'll learn more if you pay attention in class. 如果你上课认真听讲，你会学到更多。

He tried to attract my attention. 他试图引起我的注意。

★ Grammar

冠 词

冠词常用于名词之前，帮助说明名词所指的人或事物。冠词分为不定冠词（a, an）、定冠词（the）和零冠词（不用冠词的情况）三种。

不定冠词用于泛指，一般修饰单数可数名词。以元音音素开头的单词前面应用 an，以辅



音素开头的单词前面应用 a。

定冠词用于特指，表示“这”“那”“这些”“那些”的意思，在可数的单复数名词或不可数名词前面都可以用。定冠词有两种读音，位于辅音音素之前的 the 读 /ðə/，位于元音音素之前的 the 读 /ði/。

1. 不定冠词的用法

(1) 表示数量“一”。例如：

a duck 一只鸭子，an apple 一个苹果

(2) 泛指某一类人或事物。例如：

A cat is a lovely animal. 猫是一种可爱的动物。

(3) 用于抽象名词前，使抽象名词具体化，表示“一次，一种，一场”等。例如：

It's a pleasure to see you again. 很高兴再次见到你。

(4) 用于某些固定搭配中。例如：

a lot of 许多，大量；after a while 过一会儿

2. 定冠词的用法

(1) 特指某(些)人或某(些)事物。例如：

Did you hear the talk given by Mr. Li? 你听李老师的报告了吗?

(2) 指谈话双方都知道的人或事物。例如：

Please turn the light on. 请打开灯。

(3) 指上文已经提到的人或事物。例如：

I have a box. The box is brown. 我有一个盒子。这个盒子是棕色的。

(4) 指世界上独一无二的事物。例如：

The sun rises in the east. 太阳从东方升起。

(5) 用在序数词或形容词最高级前面。例如：

The first thing I want to say is to listen carefully in class. 我想说的第一件事就是上课认真听讲。

He is the tallest one in our class. 是我们班里最高的。

(6) 定冠词用在形容词前，表示一类人或事物。例如：

the rich 富人；the poor 穷人

(7) 用在乐器前。例如：

play the piano 弹钢琴；play the violin 拉小提琴

(8) 用在世纪、年代名词前。例如：

in the 1980s 在 20 世纪 80 年代；in the 21st century 在 21 世纪

注意：在应该使用定冠词的名词前如果有修饰语，也可能用不定冠词 a, an。例如：

It's a beautiful moon. 这是一轮美丽的月亮。

He is playing a borrowed violin. 他正在拉一把借来的小提琴。

3. 零冠词的用法

(1) 复数名词、专有名词、已有代词或名词所有格修饰的名词、表称呼或头衔的名词不



6. Paper money was in use in China when Marco Polo visited the country in _____ thirteenth century.

- A. / **B. the**
C. a D. an

7. —Have you seen _____ pen here?

—No.

- A. / B. the
C. a D. an

8. She is one of _____ most beautiful girls in our class.

- A. / **B. the**
C. a D. an

9. We often have sports after class, and I like playing _____ basketball.

- A. /** B. the
C. a D. an

10. The earth goes around _____ sun.

- A. / **B. the**
C. a D. an

II. Fill in each blank with the appropriate article. Please write “/” if not necessary. 用合适的冠词填空。不需要的可以填“/”。

1. There is an ID card in my pocket.
2. He is the professor I told you before.
3. I was born in a small town not far from Beijing.
4. We should not laugh at the disabled.
5. In the United States, Father's Day falls on the third Sunday in June.
6. They went there by / air.

教学建议

本部分是关于冠词的语法知识，教师可板书讲解，并结合练习题，帮助学生掌握此语法知识。

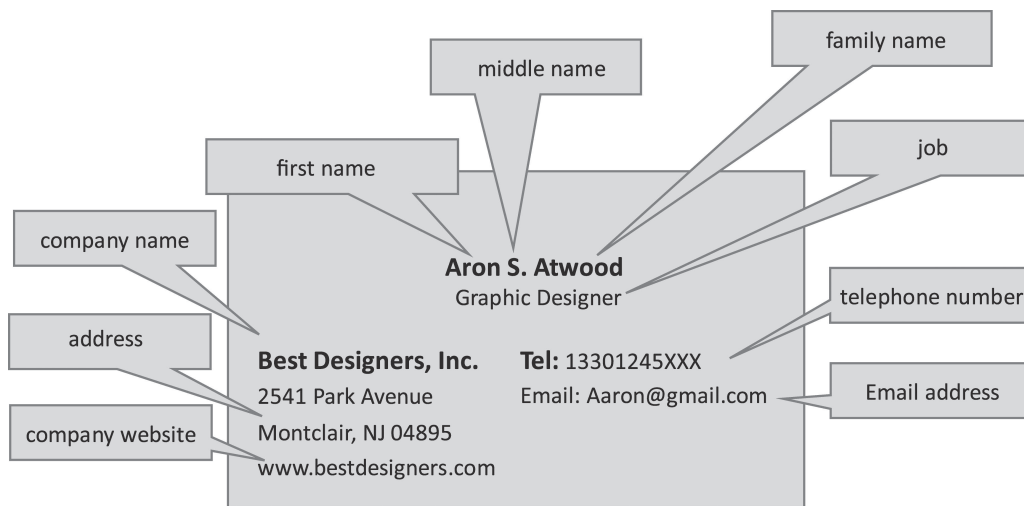
★ Writing

Business Card

自我介绍是每个职场中人必然要经历的一件事情。一张个人名片对你和你新认识的客户来说都是一个方便的工具。个人名片要保持简洁，易于阅读，专业而不花哨，避免使用不合适的图片。名片应包含公司名称及标志、本人名字、头衔、联系方式、地址等。名字应该是



全名。联系方式一般包含电话号码、电子邮件地址、网站或工作链接。



名片的基本格式

名片的上方或左方一般印有公司或单位的名称和标志，姓名通常以较大的字体放在中央醒目的位置，再把职称或头衔以略小字体置于其上方或下方，右下角一般印有联系地址、电话和传真等。但为了突出个性，名片的结构、字体、内容等形式多样，不拘一格，没有固定的模式。



英文名片中的姓名

英语人名一般由三部分构成，即教名 (Christian/given/first name)+中间名 (middle/second name)+姓氏 (family name/surname)，如 Paul Calvin Adams。

中文名一般用汉语拼音表达，姓与名各作为一个单词，姓在前，名在后，首字母均应大写。如，李杰写作 Li Jie。



英文名片中的地址

英语地址一般按照由小到大的区域划分原则，各部分地址间要以逗号隔开，地址专名一般用汉语拼音表达，且拼音要连写，单词首字母均应大写。如，北京市丰台区南四环西路188号11区31号楼402室应写为：Room 402, Building No. 31, Block 11, 188 S. 4th Ring Rd West, Fengtai District, Beijing Municipality。



Exercises

I. Complete your business card.

	<input style="width: 90%;" type="text"/> School name
Your name and job title	<input style="width: 80%;" type="text"/>
Your address	<input style="width: 80%;" type="text"/>
Your Tel	<input style="width: 80%;" type="text"/>
Your Email	<input style="width: 80%;" type="text"/>

II. Write a short passage to introduce yourself.

教学建议

本部分是关于名片的介绍，教师可通过范例具体解释名片的基本内容及设计的注意事项。了解名片的意义：名片是印有姓名、头衔、联系方式等信息的小卡片，旨在方便介绍自己，供他人了解自己、保存自己的联系方式。

★ Cultural Awareness

Formal to Informal Greetings and Introductions

First Meetings 初次见面

	Formal	Introducing Yourself	Introducing Others	Responding to an Introduction	On Leaving
↑		How do you do? My name is David Jiang.	David, may I introduce my boss, Mr Johnson?	Pleased to meet you, Mrs Hand.	Goodbye. It's a pleasure to have met you.

		Hello, Susan Hand. I'm the owner of this website.	Susan, I'd like you to meet John Smith, our salesman. John, this is Susan Hand.	Pleased to meet you, Susan.	Goodbye. Nice to have met you.

		Lynne Hand.	Lynne, meet John, my husband. John, this is my teacher, Lynne.	Hi, Lynne. How are you?	Bye. It was nice to meet you.
↓	Informal	_____			



Subsequent Meetings 后续见面

	Formal	Possible Greetings	Possible Responses
↑ ↓		Hello, Mrs Hand. It's nice to see you again.	What a pleasant surprise! How are you? It's been a while.

		Good morning, Mrs Hand. How are you today?	I'm very well. Thank you. And you?

		Good afternoon, Mrs Hand. It's good to see you.	Thank you. It's nice to see you too. How are you?

		Hello, Lynne. How are you doing?	Fine, thanks. What's new with you?

		Hi, Lynne! How's it going?	Not too bad, busy as ever.
		Hi, Lynne. How are things?	Oh fine. You know how it is.
	Informal	_____	

Notes

On first meeting, we'd better say "It's nice to meet you", and when departing, we should say "It was nice to meet you", or "Nice to have met you".

For future meetings, we'd better say "It's nice to see you again", and when departing, we should say "It was nice to see you again".