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DAY - 1

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GREETINGS

MANNERS & ETIQUETTES

If you want to learn spoken English it becomes a must to know the manners and Etiquette. How you start talking with someone it shows your etiquettes, you cannot start as you talk in Hindi. Suppose you are standing at the bus stop and you want to ask someone standing near you, bus number, time, routes etc. In Hindi we normally ask 'कितने नंबर की बस लाल किला जाएगी' but it is not so in English. First you need to know how to start talking with a stranger. In this video I am going to cover 'How to start talking in English, General greetings (Formal), General greetings (Informal), Greeting someone you haven't seen for a long time., Useful responses when greeting people.'



1. HOW TO START TALKING TO SOMEONE

When you meet a stranger and you want to talk to him or her. In this situation you can use following phrases or sentences

जब आप किसी अजनबी से मिलते हैं और आप उससे बात करना चाहते हैं। इस स्थिति में आप निम्नलिखित वाक्यांशों या वाक्यों का उपयोग कर सकते हैं

Excuse me. Could you please...

If you don't mind, could you please...

Excuse me can you tell me which...



2. GENERAL GREETINGS (FORMAL)

Generally formal greetings are used with our senior, elders or olders.

- ▶ **Good Morning - Good morning (Reserved for any time before noon.)**
Ok bye, have a nice day / good day
- ▶ **Good Afternoon - Good afternoon (Typically used between noon and 5-6 p.m.)**
Ok bye, have a nice / good day
- ▶ **Good Evening - Good evening (After 5 PM. To 12 AM)** Ok bye, have a nice / good day
- ▶ **Good Night - Good Night (Take care sweet dreams.)**

Note:- Generally good night means goodbye it is not used at the time of meeting. It is used when you part with somebody.



Various Ways to Say Good Morning

- Good morning to you.
- Very Good morning to you.
- Good morning to both of you.
- Good morning to all of you.
- Good morning friends.

Note:- The same can be used with 'Good afternoon, good evening or good night'.



3. GENERAL GREETINGS (FORMAL)

When we shake hands with somebody we normally use...

- How do you do.

In Response to this we general say...

- How do you do.

Meaning:- It does not mean 'आप कैसे करते है?' rather it means 'Nice to meet you'.



4. GENERAL GREETINGS (FORMAL)

Other Sentences or phrases to use when you meet somebody.

- Nice to meet you
- It's nice to meet you
- I'm pleased to meet you.
- It's a pleasure meeting / to meet you.
- I'm glad to see you.



5. GENERAL GREETINGS (FORMAL)

- How are you? / How are you doing?

Responses

- I am good thank you and you?
- I am well thank you and how about you?
- I am fine thank you and how about yourself.
- I am doing well.



GENERAL GREETINGS (FORMAL)

6. HOW AND WHEN TO USE PLEASE

To ask for something politely.

Please, wait for a while.

Please, calm down!

Please come here!

Note:- Instead of Please you can also use 'Kindly'. Mind that Kindly is used only at the beginning of the Sentence whereas Please can be at the beginning or at the End of the sentence.

Sit down, please! or Kindly sit down!



GENERAL GREETINGS (FORMAL)

Mind that if you don't use 'Please or Kindly' it will give you the meaning of command or order. So be careful When you want to convey the meaning of 'Request'

यदि आप Imperative Sentences के साथ Please या Kindly का प्रयोग नहीं करेंगे तब इससे आदेश (Order) का अर्थ आने लगेगा। इसलिए ध्यान रहे की जब भी Request कर रहे हैं तो अपने Sentence में Please or Kindly का प्रयोग जरूर करें।



GENERAL GREETINGS (FORMAL)

7. Excuse me...

It is generally used when you want somebody to pay attention to you or what you say politely. Look at the examples below.

Excuse me, which bus goes to the Red Fort?

Excuse me, can you please take your leg behind?

Excuse me, can I sit by you?



GENERAL GREETINGS (FORMAL)

7.1. Excuse me...

If you want to show you are sorry for interrupting someone you can use 'Excuse me.'

Excuse me, She is not like that.

Excuse me, I can do it better than you do.

Excuse me, You are not right in saying so.



GENERAL GREETINGS (FORMAL)

7.2. Excuse me...

It can also be used to ask someone to move so that you can get past them.

Excuse me, I want to go there.

Excuse me, could I get past?



GENERAL GREETINGS (FORMAL)

7.3. Excuse me...

If you want to tell someone politely that you are leaving.

Excuse me, I have got some urgent work.

Excuse me, I have to leave now.

Excuse me, I cannot wait any longer.

Mind that Excuse me is used before we interrupt or disturb somebody; whereas Sorry is used after we disturb or trouble somebody.



GENERAL GREETINGS (FORMAL)

8. Sorry

Other ways to say sorry.

I am sorry.

I am really sorry.

I am extremely sorry.

I am very sorry. Or I am very-very sorry.



GENERAL GREETINGS (FORMAL)

8.1. Sorry

It is used to tell someone that you had done something wrong unintentionally.

I am sorry to touch you.

I am sorry, I am a little late.

I am really sorry for using such a derogatory language.



GENERAL GREETINGS (FORMAL)

8.2. Sorry

It is a polite way to convey a piece of disappointing information or a piece of bad news.

Ex. I am sorry, he is no more.

I am very sorry there is no room in the train no. 9872.

I am sorry one of your friends has met with an accident.

I am sorry she has already left for America.



GENERAL GREETINGS (FORMAL)

8.3. Sorry

It is used when you just said that was wrong and want to make it correct.

Ex. Q. Rohan:- Where is the Railway station?

Mohit:- To your left, sorry to your right.

Q. What is your percentage in the board exam?

A. I got 95% sorry 95.99.



GENERAL GREETINGS (FORMAL)

8.4. Sorry

It is used when you refuse to do something or an offer or a request.

Ex. Q. Rohan:- Are you coming with us for a movie?

Mohit:- I am really sorry this time but next time 100%.

Q. Will you do my project?

A. I am sorry, but I can't.



GENERAL GREETINGS (FORMAL)

8.5. Sorry

It is used to ask someone to repeat something that you haven't caught it properly.

Ex. Sorry but what have you told that?

I am sorry but I didn't catch you.



GENERAL GREETINGS (FORMAL)

8.6. Sorry

It is used when you disagree with someone and want to tell that he or she has done or said something wrong.

Ex. I am sorry but the word you used for my friend is not good.

I am sorry but he is not like that.

I am very sorry but it's hard to believe that he has done like this.



GENERAL GREETINGS (FORMAL)

8.7. Sorry

It is used to when you spoke something to someone that might make him feel sad.

Ex. Person-1. How is your mom?

Person-2. She is no more.

Person-1. Oh! I am sorry



GENERAL GREETINGS (FORMAL)

8.8. Response to Sorry

There are some phrases that can be used as a response when somebody tells you sorry.

No worries.	It's fine.
No problem.	Apology accepted.
It's okay.	Don't mention it.
You should be, but I forgive you.	Please don't let it happen again.



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