

# Communication Skills

Class IX , Session 7: Greetings and Introductions  
( IT #402)  
Period 6

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# Introduction

- We use certain words called ‘greetings’ before we start talking to friends, people familiar to us, or people whom we are meeting for the first time.

## Greetings

- There are many ways to greet a person.
- The greetings change depending upon who we are talking to and even according to the time of the day.

## Types of greetings

- There are two ways of greeting.
  1. Formal greeting
  2. Informal greeting

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# Introduction



*Importance of Pronunciation*

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# Phonetics

- Phonetics is the study of the sounds that we make when we speak.
- For example, the word **dog** is made of three sounds put together: d-o-g. Speak the word aloud as shown in Hindi to help you pronounce it correctly  
ड + ौ + ग = डौग .
- The word **cat** is made of three other sounds: c-a-t. Speak the word aloud as shown in Hindi to help you pronounce it correctly क + ै + ट = कैट

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# Types of greetings



*Formal and Informal Greetings*

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# Types of greetings

- **Formal greetings** are used if you do not know the person. It is used to greet senior, elderly people or people with whom we have formal relations like teachers or customers. This is used more often in schools, colleges and offices.

## Formal Greetings

Greeting	Reply
Good morning everybody!	Good morning, Ma'am!
Good morning, Sir!	Good morning, everyone!
Hello Sir. How are you?	Very well. Thank you! How are you?
How are you Tina?	I'm doing well. How are you, Sir?

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# Types of greetings

- **Informal greetings** are used when you talk to friends, family or a known person.

## Informal Greetings

Greeting	Reply
Hey!	Hello or Hi!
Hey! How are you doing?	Hi! I am doing great!
Hi!	Good to meet you.

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# Greetings According to Time

## Greetings According to Time

Time	Greeting
From early morning to 11.59 am	Good morning
12 pm to about 5 pm (afternoon hours)	Good afternoon
5 pm to midnight	Good evening (We usually do not greet people by saying Good night even if it is night. We say Good night at the end of conversation.)

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# Introducing yourself and others

- **Introducing yourself**



*Introducing Yourself*

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# Introducing yourself and others

- **Introducing others**



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## A. Multiple choice questions

**Read the questions carefully and circle the letter (a), (b), (c) or (d) that best answers the question.**

1. You say 'Good Morning' when it is \_\_\_\_\_.

(a) 11 am (b) 9 am

(c) 8 am (d) All (a), (b) and (c)

2. You may say 'Hi' when you meet \_\_\_\_\_.

(a) your teacher in class (b) a senior in the office

(c) your Principal (d) your friends at a shop

3. You say 'Good Afternoon' when it is \_\_\_\_\_.

(a) 10 am (b) 11.59 am

(c) 6 pm (d) 1 pm

4. You say 'Good Evening' when it is \_\_\_\_\_.

(a) 11 am (b) 9 am

(c) 2 pm (d) 7 pm

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## **B. Short answer questions**

2. Write two to three lines you would use to introduce yourself

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# THANKING YOU

# ODM EDUCATIONAL GROUP