

Communication Skills

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

By: GITASHREE NAYAK

Mob No.:9439656911

CHANGING YOUR TOMORROW

Website: www.odmegroup.org

Email: info@odmps.org

Toll Free: **1800 120 2316**



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.
- Formal greeting
- 2. Informal greeting

CHANGING YOUR TOMORROW

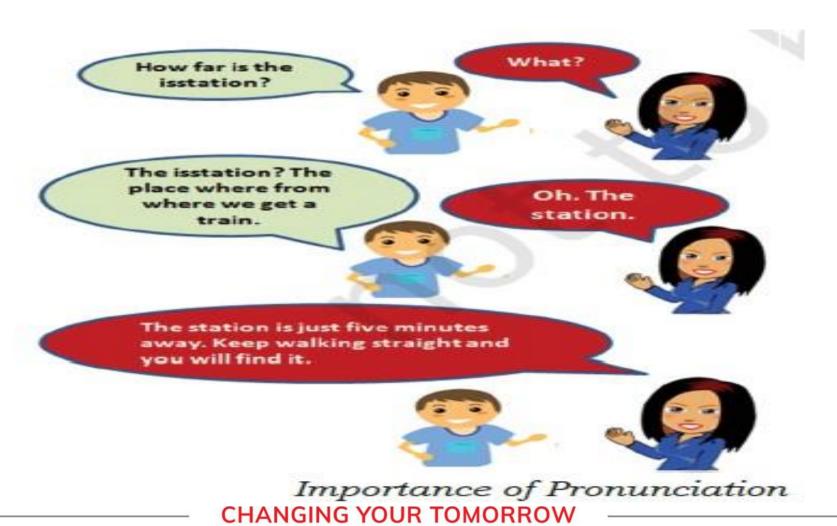
Website: www.odmegroup.org

Email: info@odmps.org

Toll Free: **1800 120 2316**



Introduction



Website: www.odmegroup.org

Email: info@odmps.org

Toll Free: **1800 120 2316**



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 = डोग .
- 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 + ♂ + ♂ = केट

CHANGING YOUR TOMORROW

Website: www.odmegroup.org Email: info@odmps.org Toll Free: **1800 120 2316**



Types of greetings



Formal and Informal Greetings

CHANGING YOUR TOMORROW

Website: www.odmegroup.org

Email: info@odmps.org

Toll Free: **1800 120 2316**



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?

CHANGING YOUR TOMORROW

Website: www.odmegroup.org

Email: info@odmps.org

Toll Free: **1800 120 2316**



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.

CHANGING YOUR TOMORROW

Website: www.odmegroup.org Email: info@odmps.org Toll Free: **1800 120 2316**



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.)

CHANGING YOUR TOMORROW

Website: www.odmegroup.org Email: info@odmps.org

Sishu Vihar, Infocity Road, Patia, Bhubaneswar- 751024

Toll Free: 1800 120 2316



EDUCATIONAL GROUP Introducing yourself and others

Introducing yourself



Introducing Yourself

CHANGING YOUR TOMORROW

Website: www.odmegroup.org Email: info@odmps.org Toll Free: **1800 120 2316**



EDUCATIONAL GROUP Introducing yourself and others

Introducing others



CHANGING YOUR TOMORROW

Website: www.odmegroup.org Email: info@odmps.org Toll Free: **1800 120 2316**

EDUCATIONAL GROUP

Home Assignment

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

CHANGING YOUR TOMORROW

Website: www.odmegroup.org Email: info@odmps.org Toll Free: **1800 120 2316**

Home Assignment



B. Short answer questions

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

CHANGING YOUR TOMORROW

Website: www.odmegroup.org Email: info@odmps.org Toll Free: **1800 120 2316**



THANKING YOU ODM EDUCATIONAL GROUP



CHANGING YOUR TOMORROW

Website: www.odmegroup.org

Email: info@odmps.org

Toll Free: **1800 120 2316**