

Check 🔨 the FORMAL situations.				
🗋 at your job	🖸 with relatives			
🔲 in the classroom	🔲 with older people			
🔲 with friends	🔲 at a temple			

First Time meeting meeting It was nice you. It was nice you **too**. to meet to meet **Second Time** seeing seeing It was good you **again**. It was good you **too**. to see to see



	Check 🔨 the CASUAL situations.			
E	🔲 at your job	🔲 wi	ith relatives	
	🔲 in the classroom] in the classroom 📋 with older people		
(Fre	with friends at a temple			
The state		Any Time		
) / /	See you later.			
	Take it easy.		You too.	See you.
	Take care.			

Basic Goodbyes

This worksheet is a companion to the Basic Greetings worksheet and is virtually the same thing. The important thing here is to show the similarities between greetings and salutations. Most of the language is the same and that should make it easy for students to use. To save on copies, try printing it out large size and sticking it on the wall or basing your whiteboard on this.

How to use the worksheet.

Optional: Ask the students which situations they think are formal or casual. I do this on the board or call it out to the students so they can all get it together and to reinforce situationally appropriate language. In some cases and depending on the student's background they might have different ideas. Some people might think speaking with people at work is a bit casual if they work at a fast food place but formal if they work in an office. Allow for that sort of expression to come out when you're talking.

1. Drill the phrases. The first part of the formal section looks at saying goodbye to someone you've met for the first time. This is where it's up to you to introduce TOO. Call out the phrase and have someone respond with the same phrase just adding too. You might want to write this on an index card with big red letters so you can flash it to students and have them use it.

2. Set up a situation in which students have to greet one another. This might mean working with a new group of students or just setting up a role play in which students greet one another for the first time. I usually set a simple time limit like three minutes in which the students can greet one another and have a simple conversation. When the time limit is up, have them end the conversations using the phrases they drilled with you and repeat.

Note: There is a red dotted line that divides the paper in half. The top half is slightly more formal language and the second half is a little more casual language. Depending on your class you might want to do these sets on different days or with different role plays. If you only want to focus on one, cut the other off.

I would also note that it's better for students to use polite language and that, "It was nice to meet you." Is the best phrase available. Yeah it's overused but it's also good in any situation, formal or casual.

Have a suggestion, request or idea? Notice a typo or want to suggest a change? Write in!

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