

INTRODUCING YOURSELF

Informal	Less formal	Formal
Hello I'm...	Hello my name's...	Please let me introduce myself
Hi \ hey	Please call me...	May I introduce myself?
Everyone calls me...		Allow me to introduce myself
People call me ...		Excuse me! My name's....
My friends call me...		
I'm But call me...		
You can call me...		

INTRODUCING SOMEONE

Less formal	Formal
Oh ,Paul, I'd like you to meet...	This is ...
Oh , look, here's Mary. Mary meet...	Let me introduce
I'd like to introduce...	Have you met...?
Paul , may I introduce Mary?	By the way do you know each other?
	Allow me to introduce

ANSWERING AN INTRODUCTION

Less formal	Formal
Yes, we've already met	No, I haven't yet had the pleasure
Pleased to meet you	I'm delighted to meet you
Good to meet you	I'm so pleased to meet you
Nice to meet you	How do you do?