

The Networking Gala

Formal and Informal Greetings

PART 01 Warm-Up Activity

- Think of the last time you met someone new in a professional setting. What did you say?
- Think of the last time you saw an old friend after many months. How was the greeting different?

PART 02 The Scenario

You are attending a "Grand Opening" party for a new international co-working space. The room is filled with people you know well (former colleagues and friends) and high-level executives you have never met before.

THE TASK & GOAL

Navigate the party by greeting at least three different people using the appropriate level of formality and successfully transitioning from a greeting to a short conversation.

1. Review your specific role card and determine your relationship with other students.
2. Move around the room and initiate greetings based on the "formality" of the person you are approaching.
3. Use at least one "follow-up" question (e.g., "How have you been?") for people you already know.
4. Introduce yourself formally to at least one person you do not know.

ROLES & PERSPECTIVES

A: THE CEO

You are the owner of the building. You are very professional. You expect formal greetings like "It's a pleasure to meet you" or "How do you do?"

B: THE OLD FRIEND

You are attending to support your friend (the CEO). You know many people here from university. You prefer informal greetings like "Hiya!" or "Long time no see!"

C: THE NEW JOB APPLICANT

You are here to find a job. You must be polite to the CEO but can be relaxed with other guests.

REFERENCE Useful Language

FORMAL GREETINGS	INFORMAL GREETINGS	FOLLOW-UP QUESTIONS
It's a pleasure to meet you.	Long time no see!	How have you been?
How do you do?	It's been ages!	How's it going?
Good evening, everyone.	Alright? / Hiya!	What have you been up to?

PLANNING & NOTES

Plan your dialogue here

PART 03 Reflection

1. Which person was the easiest to talk to? Why?
2. Did you feel comfortable using formal greetings like "How do you do?" or did it feel too "stiff"?

The Networking Gala

Target language practice.

 TIME

30 MINS

 OBJECTIVE

To enable students to distinguish between and use formal and informal greetings appropriately in a social-professional setting.

 GRAMMAR FOCUS

PRESENT PERFECT FOR RECENT EVENTS

- How have you been?
- It's been ages since we last met
- I haven't seen you in a long time.

 KEY VOCABULARY

PLEASURE

COLLEAGUE

ACQUAINTANCE

FORMAL

CATCH UP

Procedure

1. **Warmer (5 mins):** Ask students to brainstorm words for "Hello" on the board. Categorize them into "Formal" and "Informal" based on the source text.
2. **The Task (15 mins):** Hand out the roles. Ensure students understand that the "CEO" should be treated differently than the "Old Friend." Monitor the room, listening for the correct register (formality level).
3. **Feedback (10 mins):** Ask the "CEO" students who gave the best greeting. Correct any errors in the use of "How do you do?" (remind them it is a greeting, not a question about health).