

A cartoon illustration of three children with orange, brown, and blonde hair, all smiling and holding a large black sign. The sign has the words 'SPOKEN ENGLISH' written in white, bold, serif capital letters. The sign is underlined. The children are standing behind the sign, and their legs are visible at the bottom. Two pieces of white chalk are lying on the floor in front of the sign.

SPOKEN ENGLISH

Introduce  
yourself  
formally



➤ I'd like to introduce myself

I'd like to introduce myself. I'm  
Roshan Tyagi from Dehradun.



➤ Let me introduce myself

**Let me introduce myself. Dr  
Niranjan.**



➤ My name is

**My name is Harleen Basu. I run  
the HR division.**



➤ Nice to meet you

**Nice to meet you. Jyoti Sharma.  
We spoke on the phone last week.**



➤ I'm delighted to meet you

I'm delighted to meet you. My  
name is Juhi.





Introduce  
yourself less  
formally





➤ I'm

**I'm Sunita, Madhu's cousin.**



➤ Hi

**Hi. Nice to meet you. I'm Kareena  
but every one calls me Bebo.**



➤ Hello

**Hello. Salman Khan from Mumbai.**



# ➤ Joseph

Joseph, from Goa.

➤ How are you?

How are you today? I'm Sheena.



Introduce  
someone else  
formally



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➤ I'd like to introduce

**I'd like to introduce Mr Tushar Gupta. Mr Bharat is a hat manufacturer.**





➤ I'm not sure whether you  
already know

I'm not sure whether you already  
know our Managing Director,  
Sameer Aggarwal.



➤ There's someone I'd like you  
to meet

**There's someone I'd like you to  
meet. This is Chavvi Mittal.**



➤ I don't think you've met

**I don't think you've met our  
Chairman, Sir Shashank Gautam.**



➤ May I introduce?

**May I introduce Professor  
Patnaik? He teaches Economics at  
Oxford.**



Introduce  
someone else  
less formally



➤ **This is**

**This is Aashu, our janitor.**



➤ Have you met?

**Have you met Vidhi? She's just arrived from France.**





➤ Here's

**Here's Rohit. He's the player I mentioned last week.**



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➤ Say hello to

**Say hello to Harsh. He helped me  
when I was ill last year.**



➤ I want you to meet

**I want you to meet Sandhya. She's  
my assistant.**



# Reply to a formal introduction



➤ Nice to meet you

Nice to meet you, Colonel  
Shekhawat.



➤ **Pleased to meet you.**

**Pleased to meet you, Anamika. I'm  
Dr Abhinav.**



➤ How do you do?

**How do you do, Professor Verma?  
Welcome to Delhi.**





## ➤ My pleasure

**My pleasure. Have you had a good trip?**



➤ **It's an honour**

**It's an honour, Ambassador.**



# Reply to an informal introduction



➤ Hi

**Hi. I'm Sandeep.**



➤ Hello

**Hello. Anand Mehta.**



➤ Nice to meet you too

Nice to meet you too. I'm Sara.



➤ **Lovely to meet you**





# Ask for opinion



➤ Can we get your input?

Can we get your input, Aryan?



➤ How do you feel about?

**How do you feel about lengthening  
the contract?**



## ➤ What's your opinion?

**What's your opinion on wearing loafers to the meeting?**



➤ What do you think?

**What do you think the weather  
will be like tomorrow?**



➤ Do you have any suggestions?

**Do you have any suggestions for this committee?**



# Ask for advice



➤ What would you do?

**What would you do if you were in  
my position?**





## ➤ Can I pick your brain?

**Can I pick your brain? Would you  
out source delivery?**



➤ Would you have any advice?

**Would you have any advice on how to handle this crisis?**





THANKS

