

# Spoken English

## How to Greet your Boss/ People in Office?

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Hello students, welcome back to your online spoken English class. Today, we will give you tips on how to greet individuals in a formal setup. In our previous blog (How to Greet? Learn the Basics ), we have shared with you some examples on the basics of greeting. How to greet a person or an associate when you meet them for the first time? And, how to greet a person when you meet him/her after a long gap? We also gave tips on the informal way of greeting and some information on formal greetings. Let's narrow our subject now and focus on the basics of greeting in the corporate world.



There is a certain set of criteria that you need to follow in terms of your behavior and overall outlook when you work in an office environment. Similarly, there are certain standard and accepted forms of greeting in a corporate setup. Your tone needs to be polite and professional at all times.

### Start with Sir/Madam

*"Good Morning Sir" or "Good Morning Madam"*

When you use 'Sir' in your greeting you set the tone for a formal conversation. This is the reason why you were trained to prefix 'Sir' or 'Madam' when speaking with your teacher in school. In our spoken English classes, we give you enough practice exercises to help you get a hold of formal communication.

If you observe closely, you will notice that the service industry is forever glued with the Sir/Madam greeting. This is because it is the most polite and professional way to address somebody who is important in the professional setup.

**Let's look at a typical conversation with your boss.**



You: Good morning Sir

Boss: Hello, Thomas. How are you?

You: I am very well, thank you. How are you?

Boss: Fine, thank you.

See, how simple it is. A pleasant conversation with your boss, first thing in the morning. Nothing can beat this feeling. You can take forward the conversation from there on or play safe and just wait for a clue from your boss, whether he has the time and inclination to have a round of chat.

### **Greeting tips for the newbies**

How good your English communication skills are is normally tested at times like this when you join a new job and find yourself in an alien environment all together. How do you go about breaking the ice? On one hand you are happy that you are making a progressive move in life, and on the other, you are nervous to meet your new colleagues, supervisors and managers. Here's your free spoken English guide:

#### **Start with a pleasant "Hello"**

You can simply start a conversation by saying "hello" or "Good morning." Make sure you wear your smile and extend a handshake.



You: Hello, I am Thomas Fernandez

Colleague: Hello, I am Natasha!

Give your full name as this is your first introduction.

You: I have joined the Marketing team from today, as a junior Business Development Executive.

Colleague: Good, Welcome to ABC.



See, that wasn't tough at all. To learn more in-depth information on how to strike a pleasant conversation with your boss or office colleagues, join our spoken English program. We will give you ample of practice to make you a pro in effective communication.

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**- By Shailja Varma**

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