Introducing yourself

Here are some phrases you can use to introduce yourself.

My name is ...

I’m...

Glad to meet you. My name is Gautam.

Nice to meet you. I’m Meera.

In a more formal style, you can say:

Let me introduce myself. My name is Shiva.

I’d like to introduce myself. I’m Supriya Nambiar.

Introducing other people

To introduce other people, you can use an expression beginning with This is...

This is my friend, Peter.

This is my sister, Arya.

This is my brother, Raj.

This is my father, Mr. Jacob.

This is my mother, Mrs. Rani.

This is Mini, my colleague.

This is my daughter, Nivedita.

When we introduce more than one person at the same time, we use These are.

These are my friends, Rahul and Sonia.

These are my children, Adi and Neetha.

These are my grandparents.

While introducing our family members or close friends, we usually only use the first name. Full names (first name + surname) are used in more formal situations.

This is my colleague, Raveeena Sharma.

Read the piece of conversation given below.

Storyline: Ram introduces his friend Aditi to Shyam.
Ram: Hello, this is my friend, Aditi.

Shyam: Hi Aditi. Nice to meet you. My name is Shyam.

Aditi: Nice to meet you too, Shyam.

Shyam: What do you do?

Aditi: I work at a bank. What about you? Do you work?

Shyam: Yeah. I am an engineer.

When people are introduced to one other, they usually say Hello or Hi. In very formal British English, How do you do? is used. In American English, How are you? is more common. Note that How do you do? is not a question and the normal reply is How do you do?

Ram: Hi Shyam, how do you do?

Shyam: How do you do? Long time no see.

Ram: Well, I was in Japan.

Shyam: You work there?

Ram: Yeah.

Other useful phrases

Other phrases you can use to introduce people are:

- I don’t think you two know each other, do you?
- In a very formal style we can use structures with may or can.
- May I introduce my friend Martin?
- Can I introduce our new secretary Mathews?

Smitha is upset with her roommate Aruna because she brings her friends over late night. She talks about these problems during a conversation with her friend Anita.

Anita: So, how is your new roommate?
Smitha: I can’t stand her. She really turns me off.

Anita: What happened? You don’t seem to like her.

Smitha: To be frank, I don’t. I’ve serious issues with her. You know what? She brings her friends over late at night, almost every night and then they keep the lights and music on. I’m fed up. I don’t get any sleep.

Anita: Why don’t you have a heart-to-heart talk with her? She isn’t supposed to behave like that.

Smitha: I did have a talk with her and things were okay for a few days but now she’s started bringing her friends again.

Anitha: In that case you should complain to your landlady and get her evicted.

Smitha: I think that’s exactly what I’m going to do now.

Notes

When you ‘can’t stand somebody’, you dislike him / her very much. The idiom ‘I can’t stand the sight of somebody / something’ also means the same.

I can’t stand the sight of blood.

He can’t stand his boss.

Making suggestions | Chatting to people

Saying what you want to do

When you are talking to friends or colleagues, you will often need to be able to talk about what you would like to do. Use I’d like to ... (= I would like to) or I want to ...

- I’d like to visit New York.
- I’d like to talk to you.
- I’d like to have a word with you.
- I’d like to meet the manager.
- I’d like to get a copy of this report.
- I want to leave early today.
- I want to leave by 5 o’clock.
- I want to invite you all for dinner.
Making suggestions

One way of making suggestions is to use the phrase We could...

- We could hire an expert.
- We could ask Ram to help us.
- We could meet at the restaurant.
- We could meet another time.

If you would like to do something with your friends or colleagues, use Let’s...

- Let’s wait a little longer.
- Let’s invite them for dinner.
- Let’s have something to drink.
- Let’s take a break.

To see if other people agree with you, use Shall we...?

- Shall we get something to eat?
- Shall we go for a walk?
- Shall we ask her if she wants to come with us?

- Shall we send her some flowers?
- Shall we invite them to our party?

Notes

We invite somebody to an event like party, meeting, conference, concert etc.

- I invited him to my party.

We invite somebody for dinner, lunch, tea etc.

- Let’s invite Shyam for dinner. (NOT Let’s invite Shyam to dinner.)

The phrase How about...? is also used to make suggestions.

- How about inviting John to the party?
- How about taking a short break?
- How about sending him a text message?

Expressing opinions | chatting to people
To express your opinion of something, use I think…

- I think she is right.
- I think we are making a mistake.
- I think it is too late to begin a new lesson now.
- I think we should give him a chance.
- I think it is a smart idea.
- I think I have got the answer.

If you do not think something is true, use I don’t think…

- I don’t think that she took the money.
- I don’t think that we should wait for him.
- I don’t think she is telling the truth.
- I don’t think he is coming.

**Notes**

The conjunction *that* can be dropped after I don’t think.

- I don’t think that she knows the answer. = I don’t think she knows the answer.

To ask people if they think something is good or bad, use *What do you think of…?*

- What do you think of my new hair style?
- What do you think of Maya’s new boyfriend?
- What do you think of the new manager?
- What do you think of my idea?
- What do you think of her latest novel?

Use *What do you think about…?* to ask somebody if they think something is a good idea.

- What do you think about hosting the party in the garden? (= Do you think that it is a good idea?)
- What do you think about inviting Ismail to our party?
- What do you think about painting the walls green?
- What do you think about moving to a bigger house?

To agree with someone’s opinion, use **I agree.**

- I agree with you.

‘That was the worst film I saw this year.’ ‘I entirely agree with you. It was a complete waste of time.’

The sentence ‘You’re right.’ is also possible here.

- ‘I don’t think we should wait for him. He isn’t going to come.’ ‘You’re right.’

To say that you do not agree with someone, use I don’t think so.
‘Jane is a strong contender. She will win.’ ‘I don’t think so.’

‘Amala is very nice, isn’t she?’ ‘I don’t think so. She always ignores me.’