

100 Ways to say it in Business English

Lesson 1



How do I introduce myself formally?

- **I'd like to introduce myself.**
I'd like to introduce myself. I'm Billy Ford from New England.
- **Let me introduce myself.**
Let me introduce myself. Ms. Eva Smith.
- **How do you do?**
How do you do? My name is Betty Bloom. I bake delicious cakes.
- **Nice to meet you.**
Nice to meet you. John Miller. We spoke on the telephone a couple of days ago.
- **I'm delighted to meet you.**
I'm delighted to meet you. My name is Savannah.



How do I introduce myself less formally?

- **I'm**
I'm Rose, Suzie's best friend.
- **Hi**
Hi. Nice meeting you. I'm Maverick but most people call me Mav.
- **Hello**
Hello. Bob Williams from HR.
- **Julie**
Julie, from Netherlands.
- **My name is**
My name is Sarah, Sarah Cruise.



How do I reply to a formal introduction?

- **Nice to meet you**
Nice to meet you, Principal Jones.
- **Pleased to meet you**
Pleased to meet you, Robert. I'm Mrs. Brown, your Math teacher.
- **I'm delighted to meet you.**
I'm delighted to meet you. Welcome to Paris.
- **My pleasure**
My pleasure. How's your trip?
- **It's an honour**
It's an honour, Madame.