How To Introduce Yourself and Say Goodbye

Saying hello to someone acknowledges that you're in the same space and recognizes their presence.

When saying goodbye, keep it friendly and use a phrase that signals that you are leaving.

Remember to:

- Be friendly

- Maintain conversational eye contact with the other person

To A Classmate:

- State your name when saying hello

- Ask them their name, if you do not know it

- To start a conversation, ask them about the class or what other classes they are taking

- To say goodbye, use phrases like "See you next class" or "Have a good day"

To A Professor:

- Use their preferred title (ask them if you are unsure)

- State your name when saying hello

- Ask them about class or tell them what you like about the class

- To say goodbye, use a phrase to show appreciation for their time and close the conversation

  1.) Ex:

- "Thank you for your time"

- "Thank you for the assistance"

2.) Ex:

- "See you on ____" (next class)

- "Have a good weekend"

To A Stranger:

- State your name when saying hello

- Ask them their name

- Give them a compliment or ask them about their hobbies to start a conversation

- To say goodbye, use a phrase to show the conversation is ending such as "it was nice to meet you"