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”