

1st MEETING & 1ST PARTING

Structure 1 – USE THIS ✓ (Easy to remember & understand)	
Person 1	Person 2
Use this at the BEGINNING of the conversation, when you meet someone for the very FIRST TIME .	
Hello, I'm	Hello, I'm
It's to meet you. ✓	It's to meet you too. ✓
Use this at the END of the conversation, after you have met someone for the very FIRST TIME .	
It was meeting you. ✓	It was meeting you too. ✓
Bye	Bye

In the blank, you can use –

- 1) nice → informal/social
- 2) a pleasure → formal/business

1 st Meeting	
Person 1	Person 2
Hello, I'm	Hello, I'm
1) It's nice to meet you.	It's nice to meet you too.
2) It's a pleasure to meet you.	It's a pleasure to meet you too.
1 st Parting	
1) It was nice meeting you.	It was nice meeting you too.
2) It was a pleasure meeting you.	It's a pleasure meeting you too.
Bye.....	Bye.....

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Key Learnings

Structure 2	
Person 1	Person 2
Use this at the BEGINNING of the conversation, when you meet someone for the very FIRST TIME .	
Hello, I'm	Hello, I'm
I'm to meet you. ✓	I'm to meet you too. ✓

In the blank, you can use –

- 1) glad – informal/social
- 2) pleased – formal/business

1 st Meeting	
Person 1	Person 2
Hello, I'm	Hello, I'm
I'm glad to meet you.	I'm glad to meet you too.
I'm pleased to meet you.	I'm pleased to meet you too.

Other ways of saying it. This is for your information only.

1st Meeting	
Person 1	Person 2
Hello, I'm	Hello, I'm
It's lovely/wonderful to meet you.	It's lovely/wonderful to meet you too.
It's a pleasure to make your acquaintance. or I'm pleased to make your acquaintance.	The pleasure is all mine.
I'm delighted to meet you.	I'm delighted to meet you too.
1st Parting	
It was lovely/wonderful meeting you.	It was lovely/wonderful meeting you too.
It has been a pleasure meeting you.	It has been a pleasure meeting you too.

Note:

This is only used –

- When you meet new people for the 1st time
- 2nd time onwards, please do not use this. It is incorrect.