

Lesson Plan: Greetings and introductions

Level	Beginner (A1)
Time	45–60 minutes
Skills	Speaking, vocabulary, listening
Focus	Formal and informal greetings, introducing yourself and others

OBJECTIVES

By the end of the lesson, students will be able to:

- Greet people in formal and informal situations
- Introduce yourself and others in English
- Exchange basic personal information (name, country, job, hobbies)
- End a conversation politely

TARGET LANGUAGE (EXAMPLES)

Greetings

- Informal: Hi! / Hey! / How's it going? / What's up?
- Formal: Good morning / Good afternoon / How do you do? / How are you?
- Responses: Fine, thanks. / Not bad. / Pretty good, thanks.

Introductions

- Self: My name is... / I'm... / I'm from... / I work as...
- Others: This is my colleague, Marco. / I'd like you to meet...
- Responses: Nice to meet you. / Pleased to meet you.

Conversation fillers & closing

- Actually... / Well... / So...
- Nice to meet you. / See you later. / Take care. / Bye!

LESSON PROCEDURE

1. Warm-up (5 min)

Task: Students mingle and greet each other informally — teacher monitors.

- Then demonstrate a formal greeting to contrast.

2. Presentation (10 min)

Task: Show a short dialogue (text or video). Highlight greetings, introductions, closings.

- Discuss: when is formal language important?
- Drill: formal vs. informal response to 'How are you?'

3. Dialogue practice (10 min)

Task: Students practise a scripted dialogue in pairs, then adapt it with real information.

- 'A: Hi! I'm Tom. B: Nice to meet you, Tom. I'm...'

4. Mingling activity (15 min)

Task: Speed networking: students introduce themselves to 5 different classmates.

- Each time: name, country, one interesting fact.
- Try to remember: 'This is Ana — she's from Mexico and loves salsa dancing.'

5. Role play (5–10 min)

Task: Formal scenario: job fair or conference. Students use formal introductions.

- 'Good morning. My name is Dr. Patel. I'm here representing...'

EXTENSION / HOMEWORK

Choose one:

1. Write a short introduction of yourself (6–8 sentences) as if meeting someone for the first time.
2. Write two dialogues: one formal (job interview) and one informal (meeting a friend's friend).
3. Write a short paragraph introducing a real or imaginary person to the class.