When we meet people, we often engage in small talk with them. Sometimes we are introduced to others and sometimes our friend or colleague introduces someone to us.

**Here are two pieces of conversation.**

**Conversation 1**

Situation: Mary is introducing her cousin Mark to her friend Robert.

Mary to Robert: Robert, this is my cousin, Mark.

Robert to Mark: Hi Mark. Nice to meet you.

Mark to Robert: Nice to meet you, too. You and Mary work in the same office, right? She has often told me about you.

Robert: Yeah. We’re colleagues. Actually, we have known each other since our university days.

Mark: Oh, I see.

**Conversation 2**

Situation: Susie is introducing her friend Annie to Mary.

Susie: Mary, I don’t think you’ve met Annie. She is my friend.

Mary to Annie: Hello. Glad to meet you.

Annie to Mary: Glad to meet you too. Do you work or study?

Mary: I’m studying medicine at the moment. It’s a five-year degree course. I’m in my fourth year now. What about you?

Annie: I’m a teacher.

Mary: Oh, I see. Do you love your job?


Mary: That’s great.