Small Talk: Introductions, Connections & Goodbyes

B1 · Functional English · WORKSHEET

Name: _____ Date: _____

1. Choose the best phrase.

Choose the phrase that fits the moment.

1. You meet a friend’s cousin for the first time.
   Choices: I’ve heard a lot about you. / I should get going.

   Answer: _____

2. You want to leave a conversation politely.
   Choices: It was great talking to you. / Nice to meet you.

   Answer: _____

3. You introduce two coworkers.
   Choices: Let me introduce you to Ana. / We should get going.

   Answer: _____

4. Someone says they just got a new job.
   Choices: Really? That’s great! / It was great talking to you.

   Answer: _____

2. Complete the phrase.

Write one word.

1. Let me ___ you to my friend Carla.

2. We met ___ a language class two years ago.

3. I should get ___. I have a meeting.

4. It was nice to meet you. Let’s keep in ___.

3. Write a short dialogue.

Include a greeting, a connection, and a polite ending.

3. Write a short dialogue. (continued)

1. Two people meet at a friend’s party.