* ***Good morning!***(Reserved for any time before noon.)
* ***Good afternoon!***
(Typically used between noon and 5-6 p.m.)
* ***Good evening!***
(Any time after 6 p.m.)

**My name is \_\_\_\_\_. What’s your name?**

**Nice to meet you! sorry, I don’t remember your name. You are…?**

**It’s a pleasure!**

**How are you? / How are you doing? What’s up?**

* ***I’m well. How are you?***
* ***It’s going well, thank you. How are you doing?***
* ***Fine, thanks. And yourself?***
* ***How is your day going?***
(A perfect example of small talk!)
* ***When did you arrive at the office?***
* ***What do you think about that email I sent?***
* ***I’m sorry, I don’t understand. Could you please repeat that?***
* ***I’m sorry, I don’t understand. Could you please explain that?***
* ***I’m sorry, I didn’t hear that. Could you please repeat?***
* ***I’m sorry, I didn’t catch that. Could you please repeat?***
* ***Could you say that again, please?***
* ***Come again?***
* ***I have to get going. / It’s time for me to go.***
(This is polite and neutral.)
* ***I have to run—can we continue later?***
(This is more informal, but also polite.)

And if you have all the information you wanted:

* ***Thank you so much for your help!***
(A very common and useful expression.)
* ***Got it, thanks!***
(Very informal and friendly.)
* ***I think I have everything I need, thank you!***
(This is formal and may come across as rude if you don’t thank the person after, so use it with caution.)
* ***Have a good day!***
(This works in any situation.)
* ***Enjoy your day!***
(This one’s a bit more formal.)
* ***Good luck!***
(If the person needs it; it’ll depend on the situation.)
* ***Talk to you soon!***
(This is neutral and doesn’t necessarily mean that you’ll really talk to the person soon.)
* ***Great seeing you / Great talking to you!***
(This is informal yet common.)
* ***Catch you later!***
(This is very informal and fun.)
* ***Bye! Have a good day!***
* ***Catch you later! Bye-bye!***