Open and closing interactions

It is important to consider how you start and end conversations, particularly in the context of the workplace.

Formal greetings and farewells are the type of greetings you would use in the workplace.

Informal greetings and farewells are the greetings you would use with your friends, families and others in a social context.

Examples of the different types of interactions are found below.

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| Formal greeting | Formal farewells |
| Hello. How are you? | Have a nice day. |
| Good afternoon. | Goodbye. |
| Pleased to meet you. | It was nice to meet you.  |
| Good morning.  | Take care. |

|  |  |
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| Informal greetings | Informal farewells |
| Hey, how’s it going? | See you later. |
| How ya doing? | Catch you later! |
| G’day! | See ya! |
| Hi! | Bye-bye. |
| Morning! | Ta-ta. |