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I. Interacting with Others

• Use and respond to basic courtesy formulas and greetings.

Task Respond to greetings appropriately in a reception line.

Tool Checklist - Holistic

- 1. Review how to greet people when meeting them for the first time or seeing them again after already meeting.
- 2. Assess whether Ss can use the courtesy formulas on their own, whether they need assistance, or are unable to produce them at all.
- 3. Arrange Ss in a reception line.

4.	Model the dialogue:	
	"Hi, my name is	What is your name?"
	"My name is	It's nice to meet you."
	"It's nice to meet you,	too."

- 5. Write dialogue on board, if necessary. Encourage Ss to perform without looking at it.
- 6. Have Ss perform dialogue with different partners in the reception line
- 7. Observe and record Ss' performance on a checklist: Can they perform the dialogue without looking at the board? Do they need help and frequently refer to the board? Are they unable to perform at all?

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Ime saving tip: Have Ss fill out name and date. Return to T. Fill out and hand back to Ss.

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