

FORMAL & INFORMAL WRITTEN & SPOKEN GREETINGS

Formal written greetings:

- Dear John
- Dear Sir/Madam
- Dear Sir or Madam
- Dear Mr Bond
- Dear Mrs Simpson (married woman)
- Dear Ms Jones (if unsure of their title, used more often in business)
- Dear Miss Marple (unmarried, almost never used)
- Dear Dr Watson
- Dear Prof(essor) Einstein
- To whom it may concern
- Dear Prime Minister
- Dear (Right) Honourable MP David Johnson
- Dear Sergeant Pepper (Dear Sgt. Pepper)

In English we do not stack titles:

- Dear Dr. Dr...., Dear Mrs Professor ...

Formal verbal greetings:

- Good morning Mr Bond
- Good afternoon Ms Marple
- Good evening everyone

Informal verbal greetings:

- Morning John!
- Afternoon Dave!
- Evening all/everyone!
- Hello Chris
- Hi Peter

Informal BrE greetings should end with a comma. AmE uses a full stop:

- Hello Theresa,
- Hi Donald.



Signing off formal - Written:

- (Dear Sir/Madam).... Yours faithfully (If you don't know the name of the person you are writing to)
- (Dear Mrs Smith).... Yours sincerely (If you know the name of the person you are writing to)
- Yours sincerely (semi-formal: Sincerely)
- Kind regards (semi-formal: Regards)
- Best regards (semi-formal: Best or Regards)
- Yours truly (semi-formal: Yours)

Signing off informal - Written:

- Best wishes
- Lots of love
- All the best
- Love (from)
- Hugs and kisses

Signing off informal:

- Cheers
- Ciao
- Bye
- BR (Best regards)

Extracts from:

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English 4 Professionals Englischunterricht GmbH., Firmensitz: Ratschkygasse 22/2/23, 1120 Wien
Office: Europaplatz 2, 1150 Westbahnhof, Wien + 43 699 121 500 75 info@e4p.at www.e4p.at
FN. 407742 x UID: ATU68334545, Handelsgericht: Wien, Sitz: Wien
Bank Austria, Schönbrunner Straße 263, BIC: BKAUATWW IBAN: AT06 1200 0100 0546 3541

