Greetings
Guten Tag

**ACTIVITY 1**

**ACTIVITY 2**
When did these three conversations take place? Pick the correct time of day (morning, afternoon, or evening) for each conversation.

**DIALOGUE 1**
- Guten Tag, Frau Herbst.
- Ah, Herr Müller, guten Tag.
- Guten Abend, ich heiße Herbst, Peter Herbst. Und wie heißen Sie?
- Ich heiße Müller, Johann Müller.
- Guten Morgen, ich heiße Ingrid. Und wie heißt du?
- Ich heiße Karin.

**VOCABULARY**
guten Tag hello [literally good day]
guten Abend good evening
guten Morgen good morning
Herr Mr
Frau Mrs
ich heiße I'm called
wie heißen Sie? what are you called?
Sie you [formal]
und and
**Capital letters**

In German, all nouns are capitalized.

- guten Abend good evening
- guten Morgen good morning

**The letter ß**

Note the use of the letter ß in the word heißt. This is an extra letter in the German alphabet, called eszett, or scharfes s. It sounds like ‘ss’. You often find ß instead of ss after diphthongs (double vowels): ei, au, ie, eu.

**How to ask a question**

In a statement, the subject (‘I’ / ‘you’ / ‘he’ / ‘she’, etc.) usually comes before the verb.

- Ich heiße Müller. I’m called Müller.

In a question the word order changes: the subject follows the verb.

- Wie heißen Sie? What are you called?

There is more on word order on pages 113 and 137.

**Formal and informal address**

There are various ways of saying ‘you’ in German, depending on the level of formality.

- Sie (‘you’) is used in formal situations. As a general rule, you should keep using this form until you are on first-name terms, which doesn’t happen as readily as in Britain or the United States. It is often the case that people who have known each other for years still use the formal Sie form. Note that Sie is always written with a capital.

- The informal du (‘you’) is used when you are talking to close friends or children. If you’re not sure whether to use Sie or du, follow the lead of the German person you’re talking to. Note that the verb endings for Sie and du are different: Sie heißen, but du heißt. For more on verb endings see page 5.

Now do activities 3 and 4 on the recording.