

How to Greet people (Salutations)



Definition

A salutation is a greeting used in a letter or other written or non-written communication. Salutations can be formal or informal.

Written

The most common form of salutation in an English letter is Dear followed by the recipient's given name or title. For each style of salutation there is an accompanying style of complimentary close, known as valediction.

**Non-written
(Verbal or
otherwise)**

An example of a salutation is also when you say or convey greetings to someone.

Examples of non-written salutations are bowing (common in Japan) or even addressing somebody by their name. A salutation can be interpreted as a form of a signal in which the receiver of the salutation is being acknowledged, respected or thanked. Another simple but very common example of a salutation is a military salute. By saluting another rank, that person is signaling or showing his or her acknowledgment of the importance or significance of that person and his or her rank.

Greetings

Hello

Hi

How are you?

Good morning

Good afternoon

Good evening

Good night

Sweet dreams

Good day

Welcome

Happy Journey!

Happy Birthday!

Happy Anniversary!

Greetings

Dear Sir/Madam

Dear Alex

Dear Alex and Melinda

Dear Professor, Dean, Sister,
Rabbi, Imam, Senator,
Governor, Captain, Admiral,
Judge

Dear Mr. Timmons and Ms.
Marshall

Dear Recruiter