

Greetings and Salutations

According to English culture **Greetings** and **Salutations** are offered in different ways at different hours of the day and night. There is no such difference in the modes of salutation in Indian culture. But in English culture there are different ways of offering Greetings and Salutations in the **morning, noon, evening, and night**. We discuss them in detail below—

Good Morning—We say **Good Morning** in the morning upto noon both on meeting or parting.

Good Afternoon—**Good Afternoon** is offered both on meeting or parting from mid-day to a little before evening.

Good Evening—**Good Evening** is offered from evening to midnight **only on meeting**, not on parting. (On parting we should say **Good Night**.)

Good Night—**Good Night** is offered on the following **four** occasions—

- (a) On retiring to bed for the night.
- (b) On parting from someone in the evening.
- (c) On parting from colleagues or work-mates, at the end of the day's work, whether the hour of parting is late afternoon or early evening.
- (d) As a greeting, in the evening, to someone we casually meet in the street but do not stop to speak to.

Good bye—**Good bye** is used between family-members, friends and personal visitors on parting from each other, e.g. as one leaves home to go to work, on parting from close friends or relations after a visit, on seeing off friends and relations going on a journey, etc.

Good Day—‘**Good Day**’, really speaking, is no proper form of salutation. However, it has come to be used informally on parting from friends at any hour in day time.

Farewell—‘**Farewell**’, in the same way, is no formal form of salutation. However, it is usually used informally on parting.

Cheerio or so long—These are the slang forms of Goodbye. These are used amongst very intimate and informal friends on parting.

Hullo / Hello / Hallo—These expressions are used amongst very intimate friends and colleagues on meeting. They should not be used in greeting one's seniors or elderly people, or less intimate persons.

They are also used to draw the attention of someone, or to express surprise or curiosity. **As**—

Hallo, what are you doing there ?

Hello, what is that !

Salutations in Letters

Salutation is a very important part of any letter, whether the letter is **Personal, Official** or a **Business letter**. Different kinds of Salutations are used in different kinds of letters. We discuss them in detail below :

(1) In personal letters, for members of the family, we write—**My Dear Father, My Dear Mother, My Dear Brother / Sister / Son / Daughter**, etc. The expression **My dear** suggests very deep intimacy, love and affection. Against it, **Dear** (without **My**) suggests a little less closeness and affection. Therefore we can use either **My dear** or only **Dear** to other relations according to our intimacy with them. For example, we can write either **My dear uncle** or **Dear uncle**, depending upon our closeness and affection for the **uncle** concerned.

(2) The mode of **Salutation** to our friends and associates depends upon the level of our intimacy with them. Broadly speaking, there can be the following **three** categories :

- (a) **My dear Mohan**—For very intimate friends.
- (b) **Dear Mohan**—For slightly less intimate than under (a) friends.
- (c) **Dear Mr. Mohan**—For very little intimate friends.

It is not proper to show too much intimacy with persons senior or superior to you. Therefore they should always be addressed as **Dear Mr / Shri**.

(3) For persons distantly related, or only officially concerned we should write **Dear Sir** (for men) and **Dear Madam** (for women).

(4) Teachers and officers should be addressed as **Sir** or **Dear Sir**.

(5) In pure English culture expressions like **Honoured Sir** or **Respected Sir** are not correct addresses. They are only **Indianisms** that should be avoided. **Respected Father** or **Respected Mother** are also Indianisms.