HOW TO ADRESS PEOPLE ?

English learners often feel confused about how to address people properly.

1. Asking people to provide their status or position in the world in relation to yours. This position may involve age, job, education, religion and even marital status.

* What should I call you?
* What should I call your mum / the teacher / the manager?
* Can I call you [first name] ?
* Is it okay if I call you [the nickname you've heard others use] ?
* What's your name? (use in a casual situation like a party or classroom where first names are used)

**Answering the questions**

* Please, call me [first name]/ John/ Jack/ Victoria
* You can call me [nickname or short form] / Ben / Tom/ Vicky/

**Note that:**for Mr we say "Mister"  
for Mrs we say "Misses"  
for Miss we say "Miss"  
for Ms we say "Mizz"

**Sir**: This is quite formal. You can use it when you don’t know the man, and often in shops / other service-type situations. For example:  
“Can I help you sir?”

**Mate**: This is common between male friends. For example:  
“Alright mate?”

## How to address a woman

**Madam**  
This is the equivalent of “sir”. For example:  
“Can I help you madam?”  
  
**Informal greetings**  
Women can use lots of ways to greet each other. For example:  
Ducks (in north England)  
Flower (in south west England)/ Darling /Babe/ Sweet/ Love / Lovely  
  
(It can sound strange if a man uses these greetings to women.)

**Dr** + last name (some doctors go by Dr + first name)

**Professor** + last name (in a university setting)

A widowed woman often keeps her husband's name unless she remarries. A divorced woman often changes her name back to her maiden name

In business situations, use formal titles unless the people you meet tell you otherwise.

To get someone's attention you can say: "Excuse me, Sir" or "Pardon me, Madam/Ma'am."

To greet someone you can say: "Hello Sir" or "Good morning, Madam/Ma'am

### Titles of Affection

When addressing a child, a romantic partner, or a close friend or family member (usually younger) people often use these terms of endearment, also known as "pet names":

* Honey (child, romantic partner, or younger person)
* Dear
* Sweetie
* Love
* Darling
* Babe or Baby (romantic partner)
* Pal (father or grandfather calls male child/ a friend )

## Addressing a group

**Ladies and gentlemen**: This is a more formal greeting for a group of men and women.  
  
**Ladies**: If you group is all women, you can use this form of address. It can be used in neutral and formal situations.  
  
**Gentlemen**: Use this greeting if you’re addressing a group of men only. It can be used in neutral and formal situations.  
  
**Guys**: This is a more informal greeting for a group of men. You’ll also sometimes hear it for men and women.  
  
**(Excuse me) Everyone!**  
If you want to get the attention of a group of men and women in an informal situation, you can also call out “Excuse me everyone!”

## How to address VIPs

## If you ever meet a very important person, here are some things you should remember. **The Queen** The first time you speak to the Queen (and you have to wait for her to speak first) you should use the title Your Majesty. After that, you can address her as “Ma’am” (rhymes with “ham”). On paper, the Queen is referred to as HM. (“Her Majesty”.) **Other members of the royal family**

Address all other members of the royal family as “Your royal highness”.  
On paper these people are addressed as “His Royal Highness” or “Her Royal Highness” – both abbreviated to HRH.  
  
**Diplomats**  
You can address an ambassador as “Your Excellency”.  
  
**World religious leaders**  
Address both the Pope and the Dalai Lama as “Your Holiness”.