What Should I Call You?

Pre-reading

Questions:
- How do you know when to use Mr. or Ms.?
- When should you call people by their first names?

Definitions:
- Issue – a subject or topic that is thought about
- Confuse – to mix up; to be unsure
- Introduce – to make known for the first time

Reading

How do you know what to call someone? Do you use their first name or last name? Is it Mr., Mrs., Miss, or Ms.? This issue is a difficult one. Knowing what to call someone can be very confusing!

In a social setting, people usually use their first names. If you were introduced to Tom Hunt at a party, you would call him Tom. If you met Mary Redwood at a park, you would call her Mary.

Business settings tend to be different. When you first meet an employer, you should address him or her by their last name. However, some employers like to be called by their first names. Use the employer’s last name unless he or she says, “Call me by my first name.”

Women may use the title of Miss, Mrs., or Ms. What’s the difference between them? Ms. is used for all women, whether they are married or not. Miss shows that a woman is unmarried. Mrs. shows that a woman is married.

Knowing what to call someone can be very confusing. When you’re not sure, ask the person what they prefer to be called.
Understanding

1. What is the difference between calling someone Miss or Mrs.? ____________________________

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2. At a party, do you usually call people by their first or last name? _______________________

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3. What does the word prefer mean? ______________________________________________________

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4. If you are not sure if a woman is married or not, should you use Miss, Mrs., or Ms.? Why? 
   __________________________________________________________________________________

5. If you are at an interview or business meeting, do you think you should call people by 
   their first or last names? Why? _____________________________________________________________________

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Writing

Choice A: Write about what you learned from this reading.

Choice B: Have you ever been in a situation when you were not sure of what to call someone? What did you do?

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