

# 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

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

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

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

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

180 Knowing what to call someone can be very confusing. When you're not sure,  
189 ask the person what they **prefer** to be called.

## Understanding

1. What is the difference between calling someone *Miss* or *Mrs.*? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. At a party, do you usually call people by their first or last name? \_\_\_\_\_  
\_\_\_\_\_
3. What does the word **prefer** mean? \_\_\_\_\_  
\_\_\_\_\_
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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