

# PRACTICAL EXPRESSIONS

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## 1. Greeting someone

### Informal

Morning!  
Hello, there!  
Hello, everybody!  
Evening!  
Afternoon!

### Less Formal

You are just the person I want to see!  
The very man I was after!  
Good to see you!

### Formal

Good morning!  
Good evening!  
Good afternoon!

## 2. Starting a conversation

### Informal

Warm, isn't it?  
Hot, isn't it?  
Hello!

### Less Formal

Windy, isn't it?  
Terrible day, isn't it?  
Starting to rain, isn't it?  
Sorry, but...  
Nice weather, isn't it?  
Lovely day, isn't it?  
Freezing, isn't it?  
Cold, isn't it?

### Formal

I hope you don't mind my asking, but ...  
I beg your pardon, but...  
Forgive me for asking, but...  
Excuse my asking...  
Excuse me, but...?  
Excuse me...  
Excuse me asking, but...?  
Do excuse me, but...?

## 3. Introducing yourself

### Informal

Hello! ... I'm...  
Hello!  
Evening!  
Afternoon!

### Less Formal

Hello? This is...  
Hello? My name's...  
Hello? ... speaking.

### Formal

May I introduce myself?  
How do you do? My name's...  
Good morning!  
First let me introduce myself.  
Excuse me!  
Excuse me, my name's...  
Allow me to introduce myself.

## 4. Introducing someone

### Less Formal

Oh, Paul, I'd like someone to meet.  
Oh look, here's Mary. Mary meet...  
I'd like to introduce...  
Paul, may I introduce Mary?

### Formal

This is...  
Let me introduce...  
Have you met...?  
Do you know...?  
By the way, do you know each other?  
Allow me to introduce...

## 5. Answering an introduction

### Less Formal

Yes, we've already met.  
Pleased to meet you.  
I've been wanting to meet you.  
Good to meet you.

### Formal

No, I haven't yet had the pleasure.  
No, I don't think so. How do you do?  
No, I don't think I do. How do you do?  
I'm delighted to meet you...  
How do you do?

## 6. Attracting someone's attention

### Informal

Look...  
Listen...

### Less Formal

Sorry, but...  
Sorry to butt in, but...  
Excuse me butting in, but...

### Formal

Sorry to trouble/bother you, but...  
May I have your attention, please?  
I wonder if we could begin?  
Excuse me!

## 7. Asking how someone is

### Informal

What's the latest?  
What's new?  
How's life treating you?  
How is it going?  
How are things with you?  
Are you better?  
How's life?  
Are you well?

### Less Formal

How are you?  
How are you keeping?



## 8. Saying how you are

### Informal

Surviving, thanks.  
Still alive, thanks.  
So-so, thanks.  
Pretty fair, thanks.  
OK, thanks.  
Mustn't grumble.  
I'm on top of the world, thanks.  
Can't complain.

### Less Formal

Not so bad, thanks.  
I'm fine, thank you.  
All right, thank you.

### Formal

Very well, thank you.  
Quite well, thank you.  
I'm very well indeed, thank you.  
I'm extremely well, thank you.

## 9. Thanking

### Informal

Thanks a million for ...  
Great!  
Cheers!

### Less Formal

That is really nice of you to....  
Thanks very much for....  
Thanks a lot.  
Thank you.  
Thank you very much for....  
Many thanks.  
I really can't thank you enough.

### Formal

That is most good of you.  
Thank you very much indeed.  
Thank you so very much for....  
Much appreciated.  
I'm very much obliged.  
I'm much obliged.  
I'm immensely grateful to you for....  
I should like to say how deeply grateful I am.  
I should like to express my gratitude.  
I should like to express my appreciation for...  
I do appreciate ... very much.  
I'm very grateful to you.

## 10. Responding to thanks

### Informal

That's all right.  
That's O. K.  
Thank you.  
Any time.

### Less Formal

You're welcome.  
Not at all.  
My pleasure.  
It's a pleasure.  
Don't mention it.  
Delighted I was able to help.

### Formal

You would have done the same in my place.  
No trouble at all.  
It was the least I could do.  
I'm glad to have been able to help.  
I was glad to be of help to you.

## 11. Congratulating

### Informal

It was great to hear...  
Fantastic!

### Less Formal

Well done!  
Congratulations!  
Congratulations on...

### Formal

Please accept my warmest congratulations.  
Please accept my heartiest congratulations on...  
May I congratulate you on...?  
Let me congratulate you.  
I'd like to congratulate you.  
I'd like to be the first to congratulate you.  
I must congratulate you on...  
Allow me to offer my warmest congratulations.  
Allow me to offer my congratulations on...

## 12. Complimenting

### Informal

You're looking good!  
You look terrific.  
What a super...!  
You are fantastic.  
I love...! You look great.  
I like...!

### Less Formal

You're looking rather smart.  
You look smart.  
What a nice smart...  
Those are very smart... you're wearing.  
... suits you very well.

### Formal

You're looking extremely glamorous.  
My compliments on...  
May I say how elegant you look?  
If I may say so, ... is quite delicious.  
If I may say so, ... is quite charming.  
If I may say so, ... are excellent.  
I really must express my admiration for...  
I must say ... is really very good.  
I must congratulate you on....

## 13. Responding to compliments or congratulations

### Informal

Oh! ... is nothing special really.  
Flattery'll get you nowhere!

### Less Formal

You seem very well yourself, as a matter of fact.  
Thank you.  
Oh, thanks.  
Oh, not really.  
It's nice of you to say so.  
I'm glad you think so.  
I'm glad you like....

### Formal

Thank you very much for saying so.  
It's very good of you to say so.



## 14. Saying sorry

### Informal

Sorry for...  
Sorry about...  
I feel bad about...

### Less Formal

My fault.  
I'm very sorry.  
I'm very sorry about...  
I'm sorry...!  
I'm really awfully sorry for...  
I beg your pardon.  
I am terribly sorry...  
How stupid of me...

### Formal

Please, forgive me.  
Please, accept my apologies.  
Pardon me.  
Pardon me for...  
May I offer you my sincerest apologies?  
I'm sorry, that was entirely my fault.  
I'm extremely sorry for...  
I'm extremely sorry...  
I must apologize.  
I do apologize for...  
I can't tell you how sorry I am for...

## 15. Accepting an apology

### Informal

That's O. K.  
Please, don't feel bad about it.  
Let's forget it.  
Forget it.  
Don't give it another thought.

### Less Formal

Think nothing of it.  
There's no reason to apologize.  
That's quite all right.  
Please, don't worry.  
Not at all.  
Of course.  
It's really not necessary.  
It's perfectly all right.  
It really doesn't matter at all.  
All right.

### Formal

It's really of no importance.

## 16. Leaving someone politely for a short time

### Informal

I'll catch you up.  
I'll be right back.  
Don't wait for me.

### Less Formal

Excuse me.  
Excuse me; I'll be back in a moment.  
Excuse me, I shan't be a moment.  
Excuse me, I must just...  
Excuse me a minute.  
Excuse me ... I'll be back in a second.

### Formal

Would you excuse me, please...?  
Will you excuse me for a moment, please?  
I wonder if you'd excuse me...?

## 17. Expressing good wishes

### Informal

Say hello to John for me.  
Have fun!  
Good luck!  
Have a good time!  
Give my love to Mary.  
Enjoy yourselves!  
All the very best!  
All the best!

### Less Formal

The very best of luck!  
Regards to...  
Good luck in...!  
All the best in...!

### Formal

Would you give ... my best wishes?  
Please, remember me to...  
I'd like to wish you every success in...  
I wish you success.  
I hope everything goes well.  
Hope things go well with...  
Every success in...!

## 18. Responding to good wishes

### Informal

Thanks!

### Less Formal

Very many thanks!  
Thank you!  
Thank you very much!

## 19. Giving someone good wishes on a special occasion

### Less Formal

Happy birthday!  
Happy anniversary!  
A merry Christmas and a happy New Year!

### Formal

The season's greetings to you! (at Christmas)  
Please, accept my best wishes on the occasion of...  
May I wish you a happy birthday!  
Many happy returns of the day!  
I should like to offer you my best wishes on the occasion of.....

## 20. Responding to good wishes on a special occasion

### Informal

Thank you.  
You too!

### Less Formal

Thank you. And the same to you!  
Thank you. And a happy New Year to you too!



## 21. Ending a conversation

### Informal

Well, better to going, I suppose.  
Sorry, I've got to rush.  
Sorry, I must be off now.  
I've got to make a phone call, sorry.

### Less Formal

I'm (awfully) sorry, but I'm meeting someone....

### Formal

It's been very nice/interesting talking to you, but....  
I'm afraid I must go now.  
I must apologize, but I'm afraid....  
I hope you'll excuse me, but....  
I'm afraid I really must go.

## 22. Saying goodbye

### Informal

Goodbye!  
Take care. Bye!  
See you tomorrow!  
Lots of love, Mary.  
Look after yourself. Bye!  
I'll be seeing you!  
Goodbye for now.  
Cheers!  
Cheerio!  
Bye-bye!

### Less Formal

Goodbye!  
I'll look forward to seeing you soon.  
Goodbye now.

### Formal

Goodbye



## B. COMMUNICATION TECHNIQUES

### 1. Finding out about appropriateness

#### Less Formal

Would it be too formal to say...?  
What should I say if I want to...?  
What should I say...?  
Should I use ... if...?  
Is ... a neutral sort of word?  
If I want ..., what should I say?  
If I say ... is it more polite than...?  
If ..., should I say ... or...?  
How do you say that in English?

#### Formal

When is it appropriate to say...?  
Is it appropriate to say ... if...?

### 2. Finding out about meaning

#### Less Formal

When would you use the word...?  
When would you use the expression...?  
What's the difference between ... and...?  
What other words are there for...?  
What is the opposite of...?  
What is another word for...?  
What is another way of saying...?  
What is a/the word to describe someone who ...?  
What does ... mean?  
What do you call someone who...?  
What do you call ... that...?  
Is there a difference in meaning between ...?  
What is the word for...?

I don't understand this sentence. Can you help me?  
Does....mean ... or...?  
Does it make sense if I say...?  
Does ... sometimes mean...?  
Does ... have more than one meaning?  
Do ... and ... mean the same thing?  
Can you use ... to mean...?  
What does this mean?

### 3. Finding out about correctness

#### Informal

When do you use...?  
Can you give me an example for ...?

#### Less Formal

Can I say ...?  
Is that the right word?

#### Formal

Will you tell me how to use ..., please?  
Will you correct me if I make a mistake, please?  
Which is correct: ... or...?  
Is this sentence correct?  
Is it correct to say...?

### 4. Finding out about spelling

#### Less Formal

Can you check my pronunciation for me, please?  
Do you spell ... with...?  
How do you spell...?  
I'm not sure if I've spelt this word correctly?  
Is this the correct spelling...?  
Will you check my spelling, please?



## 5. Finding out about pronunciation

### Less Formal

What intonation should I use if I want to express...?  
How do you pronounce this word?  
How do you pronounce this name?  
Do you say ... or...?

### Formal

Will you correct me if I pronounce something wrongly, please?  
What is the right way to pronounce this word?

## 6. Summing up

### Informal

I nearly forgot...!

### Less Formal

While I remember, ...  
To summarize, ...  
To sum up, ...  
To put it in a nutshell, (then) ...  
The point I'm making is ...  
The basic question is ...  
So what it comes down to is ...  
So what I'm saying is ...  
Just to change the subject ...  
Incidentally ...  
In other words ...  
In a word ...  
I think we ought to move on to...  
I know what I meant to tell you...  
I know what I meant to ask you...

## 7. Giving time to think

### Informal

It's on the tip of my tongue...  
What's it called ...?  
Now what was the word...?  
Just let me think about this a moment!  
Just let me get this right!  
I've nearly got it!  
Sort of...

### Less Formal

You see ...  
You know ...  
What is he called...?  
Let me see ...  
Just a moment ...  
How shall I put it ...?  
How can I put this...?

### Formal

May I think about that for a moment?

## 8. Taking up a point

### Informal

Sorry to butt in, but did I hear you say...?

### Less Formal

You mentioned ... just now.  
What a coincidence! ...  
To go back to what you were saying about ...  
Talking of ...

Surprising you should say so, because ...  
Strange you should say that ...  
Sorry to interrupt, but ...  
It's interesting you should say so, because ...  
That reminds me of...

### Formal

To take up your point ...  
If I may refer back to ...  
If I may just go back for a moment to ...

## 9. Showing you are listening

### Informal

Well, well!  
Well I never! Indeed?  
Tell me more.  
Really! Really?  
I see.  
Fancy that!

### Less Formal

Oh, yes.  
No!  
I know what you mean.  
How interesting!  
Has it?  
Does it?

## 10. Giving an example

### Less Formal

Take ... for instance/for example.  
Like ... for example.  
Look at ...  
Such as ...  
... for instance.  
...for example.

### Formal

To illustrate this point ...  
To give you an example of this ...  
An example of this would be ...  
Let me take an example:...

## 11. Saying something in another way

### Informal

What I'm getting at is ...  
What I'm driving at is ...  
All I'm trying to say is, ...  
All I mean is ...

### Less Formal

What I meant was ...  
What I mean is, ...  
That's to say, ...  
In other words, ...  
Basically, ...  
What I'm trying to say is, ...  
..., or rather, ...  
..., or better, ...

### Formal

Perhaps it would be more accurate to say ...  
Perhaps I should make that clearer by saying ...  
Let me put it another way: ...  
If I can rephrase that what I've just said: ...



## 12. Saying something again

### Less Formal

What I said was, ...  
I was just wondering ...  
I was just saying ...  
I was just asking ...  
I said, ...

### Formal

I was putting forward the opinion ...  
I was merely stating the fact ...  
I was just expressing the view ...

## 13. Checking if you are understood

### Informal

Right?  
Know what I mean?  
Got it?  
Get it?  
Are you with me?

### Less Formal

That's clear, isn't it?  
Is that reasonably clear?  
I don't know if I am making myself clear.  
Have I made myself clear?  
Does that seem to make sense?  
Do you understand...?  
Do you see?  
Do you see what I mean?  
Do you know what I'm getting at?  
Do you know what I'm driving at?  
Do you know what I mean?  
Do I make myself clear?  
... if you see what I mean.  
... if you follow.  
... if you follow my meaning.  
I hope that's clear?

### Formal

If there's anything you haven't understood, please, say so.  
... if you take my point.

## 14. Checking that you understand

### Informal

Sorry, I'm not quite with you ...  
If I've got the picture, then ...  
Can I get this clear?

### Less Formal

That means .... Right?  
Sorry, I'm not quite with what you've said.  
So is the basic idea that ...?  
So am I right in saying ...?  
So ...?  
Just to be quite certain about this ...  
In other words .... Right?  
I'm sorry, I'm not sure I understand.  
If I've understood right, ...  
If I've got it right, then ...  
If I understand ...  
Does this mean ...?  
Does that mean ...?  
Do you mean...?

### Formal

Would I be right in supposing...?  
Would I be correct in saying ...?  
So, if I take your meaning rightly, ...  
If I've followed you ...

If I understand you correctly ...  
If I follow you rightly, then ...

## 15. Asking someone to say something

### Informal

Sorry, I didn't get any of that.

### Less Formal

What was the first word?  
Pardon?  
I'm sorry?  
I'm sorry, what was that word?  
I'm sorry, what did you say?  
I'm sorry, I couldn't hear what you said.  
I'm sorry, I didn't hear ...  
I didn't catch ...

### Formal

Would you repeat what you said?  
I'm sorry, would you mind repeating ... please?  
I'm sorry, could I ask you to repeat that sentence?  
I beg your pardon?



## C. EXCHANGING INFORMATION

### 1. Asking for information

#### Informal

Have you got any idea ...?

#### Less Formal

I'd like to know ...  
Could anyone tell me ...?  
Can you tell me ... (please)?  
Can you help me?  
Do you happen to know ...?

#### Formal

Will you kindly tell me... (please)?  
Sorry to trouble you, but is ...?  
I wonder if you could tell me ...  
I wonder if someone could tell me ...  
I hope you don't mind my asking, but ...?  
Excuse me, do you know ...?  
Could you tell me ..., (please)?

### 2. Asking if someone knows about something

#### Less Formal

You know about ... don't you?  
Have you heard about ...?  
Have you got any idea about ...?  
Has Mary told you ...?  
Do you realize ...?  
Did you know about ...?  
Did you know ...?  
Did Mary tell you ...?

#### Formal

I wonder if you could let me know ...?  
Excuse me, do you know anything about ...?  
Sorry to bother you, but do you know ...?  
Could you give me any information about (on) ..... please?  
Are you aware of ...?



### 3. Saying you know

#### Informal

So Mary was saying (the same).

#### Less Formal

You have told me about ...  
Yes, I know ... thanks.  
Yes, I have heard about ...  
Yes, I do appreciate ...  
They say ...  
That's what I heard.  
So I've been told.  
My information is ...  
I've been told about ...  
It appears (looks) ...  
In fact, I did know about ...  
I hear ...  
I do know about ...  
I am quite/fully aware of ...  
He has it on good authority that they will come tomorrow. (nearly certain)  
Did you know about ...?

### 4. Saying you do not know

#### Informal

I wish I knew ...  
I haven't got the faintest idea about ...  
I haven't got a clue ...  
I don't know the first thing about ...

#### Less Formal

I'm sorry, I really don't know ...  
I'm afraid, I've no idea ...  
I'm afraid, I don't know much about ...  
I'm afraid, I don't know anything about ...  
I can't guess what ...

#### Formal

I'm sorry to say that ... is not something I know very much about.  
I'm afraid, I haven't got that information.  
I'm afraid, I have to say I know very little about ...  
I'm afraid it escapes my mind ...  
I have to admit I don't know a great deal about ...  
I am not able to help you with your request ...

### 5. Stating something is different

#### Informal

But her behavior doesn't ...  
But it's not a proof. What I know ...  
But you remember ...  
I heard people say, that ...  
It's a pity he isn't here. He would ...  
It's pretty difficult to believe ...  
Unbelievable! I thought ...  
You are the first man to ...

### 6. Asking for detailed information

#### Informal

Will it be O. K. if I ask you to ...?  
I'd love to know more ...  
I'd like to get clear about ...

#### Less Formal

Can you add some more ...?

#### Formal

Would you mind giving it in more detail?  
We should clarify this matter, I think.  
I really want some detailed information...  
Could you kindly tell me more about ...?  
Can I find out some details about ...?

### 7. Asking to pass information

#### Less Formal

Would you mind telling him about ...?  
Excuse me, could you just phone her and ...?  
Will it be convenient for you to ...?  
I'd be most grateful if you could remind him of ...  
Could you pass this information on to ..., please?  
Can you pass this news to ...?

#### Formal

Would you kindly convey this ...?  
Will you kindly inform ... about?  
Could you kindly tell ...?

### 8. Finding out about the source of information

#### Informal

Where did you get all this from?

#### Less Formal

Who did you hear this from?  
How did he come to know all that ...?  
Did he happen to know ...?  
Are you sure he is the right person to say that ...?

#### Formal

Do you feel confident about ...?  
Can you rely on his information ...?

### 9. Asking for new information

#### Informal

Anything new about ...?

#### Less Formal

Would you mind telling me any news about ...?  
Is there any new information on ...?  
I'm sorry to bother you but I'd like to know something in addition to ...  
Do you know anything else about ...?  
Do let me know, please, when you get some news about ...

#### Formal

Will you kindly tell me something about the latest developments?  
I'd appreciate some more information concerning ...  
Could you possibly tell me more about ...?



## 10. Asking to clarify circumstances

### Less Formal

What's the actual cause of ...?  
What do you think about...?  
I don't believe he could just...  
Why did he ...?  
Who was he influenced by?  
What did he require that for?

## 11. Saying the information is not correct

### Informal

Nothing of the kind!  
I've never heard anything like that.  
I don't think you are right.  
I don't believe a single word of what you are saying.

### Less Formal

You are wrong.  
You are not telling us the truth.  
It's not right.  
It's not correct.  
I can't rely on it, I'm sorry.

### Formal

Your information is not correct.  
I'm sorry, but you must be mistaken.  
I'm of the opinion that it's not true.  
I might have misunderstood you, but ...  
Are you sure you are correct?

## 12. Saying the information is correct

### Informal

You've hit the nail on the head.  
That's where the shoe pinches.  
Right you are!

### Less Formal

You are on the right track.  
It's true.  
I can't help believing this.  
Exactly!

### Formal

You can rely on this.  
The information is most reliable.  
It cannot be otherwise.  
I'm sure this information is correct.

## 13. Verifying the information

### Informal

I didn't quite catch what ...?

### Less Formal

Will you say it again, please?  
Sorry?  
Is it true that ...?  
Is it definite ...?  
I don't quite get the idea, I think.  
Do you really mean that?

Do you mean to say that ...?  
Do you believe that yourself?  
Could you remember what you said last time?  
Can you repeat what you've just said?  
Can you prove it?  
Are you sure ...?

### Formal

Would you mind saying it again?  
Pardon?  
I am sure you didn't mean that ....  
Did he assert that?  
Can you confirm the fact?  
Am I right to understand that ...?

## 14. Expressing doubt about the source of information

### Less Formal

I'm really in two minds ...  
I think he doesn't tell us the truth.  
I don't think we should believe him.  
I don't think I can rely on his information.  
I can hardly believe that.  
How could you believe (rely on) such news?  
How can he know that?  
He would never say such a thing.  
He is not the man to ...  
And still I don't feel confident ...

### Formal

There's still an element of doubt about what you say.

## 15. Reminding and informing at the same time

### Less Formal

Do you remember that you are to ...?  
I'm sorry to remind you of ...  
Excuse me, didn't you forget to ...?  
You remember you had to ...?  
I'd like to mention ...  
My request was ...  
Do you happen to remember that ...

## 16. Adding more information

### Less Formal

To go on with ...  
So far as you ...  
I'd like to add ...  
By the way ...  
As far as ...

### Formal

To continue ...  
To conclude ...  
To avoid any misunderstanding ...  
To add ...  
Regarding ...  
In connection with the above said ...  
In connection with ...  
Concerning ...  
As regards ...



## 17. Asking if something is correct

### Informal

Anything wrong with ...?

### Less Formal

Is that right?  
Is it true that ...?  
Is ... right, please?  
Is ... correct, please?  
I'd like to check that I've got it right.  
Have I got ... right, please?  
Could you tell me if ... is right/correct, please?  
Am I right?

### Formal

Am I right in thinking/supposing ...?  
Would you mind telling me if it is correct?

## 18. Saying something is correct

### Informal

That's fine.  
That's all right.  
That's O. K.  
Nothing wrong with that.

### Less Formal

Yes, you're right.  
Yes, that's right.  
Yes, that's quite right.  
Yes, that's correct.  
Yes, ...  
Exactly.

### Formal

Yes, I should like to confirm ...  
I should say it is perfectly correct.

## 19. Saying something is not correct

### Informal

It's all wrong.  
I'm sorry, there has been some misunderstanding.  
If I may say so, you are mistaken.  
I think this information is incorrect.  
I really do have to correct you.

### Less Formal

Sorry, it is not right.  
I'm not sure you're right about ...  
I don't think ...  
I am afraid this is not quite right.  
I am afraid it's wrong.

## 20. Correcting someone

### Less Formal

Well, in fact ...  
Well, as a matter of fact, ...  
Surely, ...?  
But ...  
As far as I know, ...

### Formal

In my opinion you should correct it.  
If I may, I'd like to correct one thing you said ...  
If I may correct you ...  
I think it might be more accurate to say ...

## 21. Asking if someone is sure about something

### Less Formal

You're absolutely sure about ...?  
Really?  
Is there any doubt about ...?  
Do you mean to say ...?  
Definitely?  
Are you sure about ...?  
Are you sure ...?  
Are you quite sure about ...?  
Are you certain about ...?

### Formal

Perhaps I misunderstood, but are you quite sure ...  
Forgive me, but are you really certain about ...?

## 22. Saying you are sure

### Informal

I'm a hundred per cent certain ...

### Less Formal

You can be sure ...  
Yes, really ...  
There can't be any doubt about ...  
It's quite possible (probable) ...  
It's quite certain ...  
It's likely ...  
I'm sure ...  
I'm quite sure ...  
I'm quite convinced ...  
I'm fairly sure ...  
I'm absolutely sure ...  
I'm absolutely certain ...  
I think it is possible or probable ...  
I have no doubt ...  
I expect ...  
He must be ...

### Formal

There's very little doubt in my mind ...  
There's no little doubt in my mind as to ...  
It's my conviction ...  
I don't think there can be any doubt about ...

## 23. Saying you are not sure

### Informal

You see, if ...  
You never know ...  
You know, it's not so easy to trust ...  
I'm not a hundred per cent certain ...  
I wonder if it's him ...?  
How can I believe ...?

### Less Formal

It depends ... you know.  
I'm not sure, really ...  
I'm not sure ...  
I may be mistaken ...  
I don't think he could ...  
I don't think ...  
He may ...  
And still it's unlikely that ...

### Formal

I have some doubt about ...  
I can't say definitely ...  
I am not convinced ...



## 24. Expressing curiosity

### Informal

I'd give a lot to know ...

### Less Formal

If only I knew ...  
I'd love to know ...  
I'd like to know ...  
I'd be very interested to know ...  
I wonder ...?  
I wish someone would tell me about ...  
I wish I knew more about ...  
I wish I knew ...  
Can someone tell me about ...?  
Can someone tell me ...?

## 25. Reminding

### Informal

You haven't forgotten about ... have you?  
What about ...?

### Less Formal

You won't forget about ... will you?  
You will remember to ... won't you?  
You will remember about ... won't you?  
You will give her my best wishes, won't you?  
Won't you forget it again?  
Should I phone you to remind ...?  
Will you, please, remember ...?  
Please, don't forget about/to ...  
It seems you said you were going to ...  
I'm sure you'll remember, but ...  
I'd like to remind you about ...  
I must just remind you ...  
Could I remind you about ...?  
Could I remind you ...?  
Can I remind you ...?

### Formal

May I remind you ...?  
If you recall ...  
I think, I should remind you ...  
I hope you won't mind my reminding you ...

## 26. Asking if someone remembers

### Informal

You must remember ...?  
Perhaps you have forgotten ...  
Don't you remember ...?

### Less Formal

You haven't forgotten .... have you?  
Surely you remember ...?

### Formal

Do you by any chance remember ...?  
Do you happen to remember ...?

## 27. Saying you remember

### Less Formal

What I shall never forget is ...  
What I remember is ...  
I'll never forget ...

I'll always remember ...  
I remember ...  
I know: ...!  
Now I think about it, ...  
It's coming back to me now: ...

### Formal

If my memory serves me right, ...  
If I'm not mistaken, ...  
I distinctly remember ...  
As I remember it ...  
If I remember correctly, ...

## 28. Saying you have forgotten

### Informal

Sorry, my mind has gone blank.

### Less Formal

It has slipped my mind.  
I'm sorry, I've completely forgotten ...  
I'm afraid, I have forgotten ...  
I'm afraid I forget ... now.  
I really can't remember ...  
I don't remember ...  
I can't remember ...

### Formal

I'm sorry but I seem to have forgotten ...  
I'm sorry but I have to confess that I don't remember.  
I'm afraid, it escapes me for the moment.  
I'm afraid I have no memory of ...



## D. INTERPERSONAL INTERACTION AND ATTITUDES

## 1. Talking about what might happen

### Less Formal

What if ...?  
Suppose ...  
Just imagine if ...  
If only ...  
If ...

### Formal

Provided that ...  
On condition that ...  
Let us suppose ...  
Let us imagine ...  
Let us assume ...  
Given that ...

## 2. Asking how someone feels before something happens

### Informal

Are you all right ...?

### Less Formal

Is anything the matter?  
How do you feel?  
How do you feel about ...?  
Are you worried ...?  
Are you happy about ...?



### 3. Asking how someone feels

#### Informal

Well?  
Was it awful?  
Hey, what about that?  
Are you all right?

#### Less Formal

You enjoyed it, didn't you?  
What were your feelings about ...?  
What is your reaction...?  
What did you feel about ...?  
Was it unpleasant?  
How do you feel?  
How did you react to ...?  
Didn't you like ...?  
Did you like ...?  
Did you find it distasteful?  
Did you find ... exciting?  
Did you find ... enjoyable?  
Did you enjoy ...?  
Can I ask what your reaction ...?  
Are you disappointed?  
Are you better?

#### Formal

What is your reaction?  
Wasn't it to your liking?  
Did you find ... worthwhile?

### 4. Saying you hope

#### Informal

Let's hope for.  
Let's hope ...  
Keep your fingers crossed we'll pass the exam  
Here's hoping for success.

#### Less Formal

We must hope for ...  
I'm hoping for...  
I'm hoping ...  
I hope.  
I do hope for ...

#### Formal

I trust ...

### 5. Asking for advice

#### Informal

What would you ...?  
What should I do ...?  
What do you make of ...?  
Should I ...?  
How do you see...?  
Do you think I should ...?

#### Less Formal

Would you recommend ...?  
What would you do if you were me?  
What would you do if you were in my shoes?  
What course of action would you recommend ...?  
I would appreciate your advice on ...  
I would appreciate some advice on/about ...

I should like to ask ...  
Could I ask for your advice?  
Can you help me sort ... out?

#### Formal

Would you give me some advice?  
Would you advise me to ...?  
Which one would you ...?  
What would your advice be?  
What would you do in my position?  
What would you advise?  
What would you advise me to do?  
I'd like your advice on ...  
Can you give me some advice about...?

### 6. Advising someone to do something

#### Informal

You'd better ...  
Why don't you ...?  
It mightn't be a bad idea ...  
If I were in your shoes, I'd ...

#### Less Formal

The way I see it, you should ...  
Take my advice and ...  
I'd ... if I were you.  
I would ...  
I think you should ...  
I think you ought to ...  
My advice would be ...  
If I were you, I'd ...

#### Formal

If you follow my advice, you'll ...  
If I were in your position, I would ...  
I would advise ...

### 7. Advising someone not to do something

#### Informal

You'd better not, ...  
The way I see it, you shouldn't ...  
It's up to you but I wouldn't ...  
If I were you, I'd think twice about ...  
I wouldn't ... if I were in your shoes.  
I don't reckon you should ...  
Don't just ...  
Don't go that way/Go the other way.

#### Less Formal

Why don't you ...?  
If I were you, I wouldn't ...  
I wouldn't recommend ...  
I wouldn't advise ...  
I don't think you should ...  
I don't think you ought to ...  
I wouldn't ... if I were you.

#### Formal

My own advice would be ...  
If you follow my advice, you'll ...  
If I were in your position, I wouldn't ...  
I would advise against ...



## 8. Telling someone to do something

### Informal

I'd like you to .... (please).

### Less Formal

Would you mind ... (please)?  
Would you ..., please?  
Will you ..., please?  
I have to ask you to..., (I'm afraid).  
Come and see ...  
... please.  
... should ...

### Formal

Would you be so kind as to ...?  
Will you be so kind as to ...?  
I must ask you to ..., please.

## 9. Telling 'someone' how to do something

### Informal

You do it like this: you ...  
Watch. First you ...  
Look, all you do is ...  
Let me show you. First you ...  
It's like this: first you ...

### Less Formal

Make sure you ...  
First you have to/should ...  
First you ..., then you ...  
The first step is to ...  
This is how you do it: you ...

### Formal

You should follow this procedure: ...

## 10. Saying someone should not do something

### Less Formal

You needn't ...  
You don't need to ...  
You can choose for yourself ...  
There's really no need to ...  
There's no reason why you should...  
I can't see why you should ...  
Don't do it, please.

### Formal

You are not required to ...  
You are not obliged to ...  
You are free to decide for yourself ...  
I leave it in your hands ...  
I leave ... up to you.

## 11. Saying someone must not do something

### Informal

You're not to ...  
You're not really supposed to ...  
You're not meant to ...

You oughtn't really ...  
You mustn't ...!  
You can't ...!  
Stop! / Wait! ...  
Leave that alone! (Don't touch, put it down)  
For goodness' sake don't ...!

### Less Formal

You'd better not ...  
You shouldn't really ...  
Whatever you do, don't ...  
I don't think you should ...

## 12. Asking if you are obliged to do something

### Informal

I suppose I've got to ...  
Do I really have to ...?  
Have I got to..?

### Less Formal

Must I ...?  
Do I need to ...?

### Formal

Is it necessary for us ...?  
Are we required to ...?  
Am I expected to ...?

## 13. Saying someone is obliged to do something

### Informal

I think you're supposed to ...  
I think you're meant to ...

### Less Formal

You're expected to ...  
I'm afraid you've got to ...  
I'm afraid you must ...  
I'm afraid you can't get away with ...  
I think you should ...  
I think you have to ...

### Formal

I'm afraid/I think you are obliged to ...  
I don't think you can avoid ...

## 14. Saying what you think you ought to do

### Informal

Sorry, better ...

### Less Formal

Sorry, I must ...  
I'd better ...  
I should ...

### Formal

There appears to be no alternative.  
I have no alternative ...  
I have an obligation to ...  
I feel obliged to ...  
I feel it is absolutely necessary.  
I feel it is absolutely necessary to ...  
I feel it is my duty to ...



## 15. Saying what you think you ought not to do

### Informal

No, I'd better not ...  
No way!

### Less Formal

No, I couldn't possibly ...  
I shouldn't.  
I can't possibly ...

### Formal

It would be wrong of me to ...  
I feel obliged not to ...  
I feel it is my duty not to ...

## 16. Asking if someone agrees

### Less Formal

You don't disagree, do you?  
Wouldn't you say so?  
Would you agree with ...?  
Is it right?  
Is ... agreed?  
I wonder if you would agree ...  
Don't you feel ...?  
Don't you agree?  
Do you agree that ...  
Can I ask you if you agree...?  
Don't you think..?

## 17. Agreeing

### Informal

Well, that's the thing.  
Too true.  
I'm with you there.  
Dead right.

### Less Formal

Yes, I agree ...  
That's what I was thinking.  
That's true.  
That's quite right.  
Oh, exactly ...  
I can't help thinking the same.  
I absolutely agree ...  
How true.

### Formal

True enough ...  
My own opinion is exactly the same.  
I'm of exactly the same opinion.  
I don't think anyone would disagree  
I agree entirely.  
I agree absolutely with ...

## 18. Disagreeing

### Informal

You must be joking!  
You can't mean that!  
You can't be serious!  
No way!  
Never!  
I don't see why.  
I disagree, I'm afraid.

### Less Formal

That's wrong...  
That's not the way I see ...  
Surely not! ...  
Not really.  
No, I don't think ...  
I'm not sure, in fact.  
I don't think that's right.  
I don't know about ...  
I don't agree.  
I can't help thinking ...  
I can't go along with ...  
I can't agree ...  
Do you really think ...?  
But isn't it more to do with ...?  
But isn't it more a question of ...?

### Formal

Personally, I am more inclined to agree with ...  
My own opinion is that ...  
I'm not entirely convinced by ...  
I'm not at all convinced ...  
I'm afraid I entirely disagree with ...  
I see things rather differently.  
I can't say that I share your view ...  
I can't accept ...

## 19. Saying you partly agree

### Informal

Could be, but ...  
O. K., but ...

### Less Formal

Yes, up to a point, but ...  
Yes, perhaps, but ...  
Yes, but we shouldn't forget ...  
Yes, but on the other hand, ...  
Yes, but don't you think ...?  
To a certain extent, yes, but ...  
That's all very well, but ...  
That may be so, but ...  
In spite of what you say, I think ...  
I take your point, but ...  
I see your point, but ...  
I see what you mean, but ...  
I don't entirely agree with .....  
I can see that, but ...

### Formal

Well, while I agree with you on the whole, ...  
There's some truth in what you say. However, ...  
I agree with much of what you say, but ...  
I agree in principle, but ...



## 20. Saying you are wrong and someone else is right

### Informal

Yes, now I come to think about it, ...  
Yes, I hadn't thought of ...  
Yes, I don't know what I was thinking of.  
Sorry, I got it all wrong.  
O. K., you win.

### Less Formal

You may be right ...  
Yes, sorry. You're quite right.  
Yes, perhaps I'm wrong there ...  
Yes, of course.  
Yes, I must admit you are right.  
Perhaps you have a point there.  
Of course.

### Formal

Yes, I'm afraid I didn't take that into account.  
Yes, I take your point completely.  
Yes, I must have overlooked ...  
My mistake ...

## 21. Asking for permission

### Informal

Let me ... would you?  
Any chance of going out?

### Less Formal

Can I ..., please?

### Formal

Would it be possible ...?  
With your permission I should like to ...  
Is there any objection?  
May I ...?  
I was wondering if I could ...?  
Do you mind if ...?  
Could I ...?  
Do you have any objection to ...?

## 22. Giving permission

### Informal

Why not?  
Sure.  
No reason why you shouldn't ...  
No reason why not.  
It's O. K.  
Go ahead.  
Feel free ...

### Less Formal

You're welcome to ...  
Yes, that's all right.  
Yes, certainly you can,  
That's fine.  
Of course.  
I can't see any objection.

### Formal

Yes, indeed you may ...  
That seems perfectly acceptable.  
Please, don't hesitate to ...  
I can see no objection to ...

By all means.  
By all means do ...

## 23. Refusing permission

### Informal

That's not on.  
No way.

### Less Formal

Out of the question.  
I'm sorry, you're not supposed to...  
I'm sorry, that's not allowed.  
I'm afraid you can't ...  
I'm afraid that's not possible ...  
I'm afraid not.  
I'm afraid I can't let you ...  
I'd like to, but ...  
I don't think you should ...  
I can't possibly ...

## 24. Asking if someone is able to do something

### Informal

What's he like at tennis?  
Is he any good?  
Is he any good at ...?

### Less Formal

Do you think you can ...?  
Do you know how to ...?  
Do you know anything about...?  
Can you ...?  
Are you able to ...?

### Formal

Do you have any experience of...?  
Do you feel capable of ...?  
Are you capable of ...?

## 25. Saying you are able to do something

### Informal

Yes, no problem.  
Yes, it's as easy as pie!  
Yes, it's a cinch!  
Sure.  
I'm pretty good at ...  
I'm not too bad at ...

### Less Formal

I might be able to ...  
I know something about ...  
I know how to ...  
I know ...  
I feel able to ...  
I can ...  
It's not too difficult ...

### Formal

I have experience of ...  
I feel capable of ...



## 26. Saying you are not able to do something

### Informal

There's no way I can ...  
I'm no good at ...  
I'm hopeless.  
I wouldn't know where to begin ...  
I haven't the faintest idea how ...  
You must be joking.  
Sorry, out of the question.  
Pull the other one.  
Not likely.  
No way.

### Less Formal

No, I don't know how ...  
I've no idea how ...  
I'm afraid I can't cope with ...  
I don't know anything about ...  
I don't feel capable of ...  
I don't feel able to ...  
I can't ...

### Formal

I have no experience.  
Sorry, I can't manage ...  
I'm not sure I'm capable of ...  
I'm not sure I know how to ...  
I'm afraid it might be beyond me.

## 27. Refusing to do something

### Informal

I don't plan to ...  
I don't reckon I'll ...  
I've decided not to ...  
I'm not planning ...  
I'm not going to ...

### Less Formal

I've decided not to...  
It never entered my head ...  
I'm sorry, I'm not ...  
I'm sorry, it's not possible, ...?  
I'm sorry, I don't think I can ...  
I'm sorry, I can't.  
I'm not planning to ...  
I'm not thinking of ...  
I'm going to make sure ...  
I'm not going to ...  
I'm afraid not.  
I'm afraid I can't.  
I'll make an effort to ...  
I'll do all I can ...  
I'd rather not.  
I will not ...  
I won't be ...  
I'm not thinking of ...

### Formal

Unfortunately ...  
Nothing will induce me to ...  
Nothing could be farther from my mind than ...  
My intention is to ...  
It is my intention to ...  
I'm sorry to say it's not possible.

I regret to say ...  
I plan to ...  
I have no intention of ...  
I fully intend ...  
I don't intend to ...

## 28. Offering something

### Informal

What's yours?  
Could I offer you ...?

### Less Formal

Would you like ...?  
Won't you have ...?  
Will you have ...?  
What would you say to ...?  
What will you have?  
What can I get you?  
Please, help yourself to ...

### Formal

Would you care for ...?  
Do have ...  
Allow me to pass you ...  
Can I offer you ...?

## 29. Offering to do something for someone

### Informal

Want a hand ...?  
Need some help, ...?  
Can I help out?

### Less Formal

What can I do to help ...?  
Shall I ...?  
Let me ...  
I'll do it for you.  
I'll ...  
Can I help?

### Formal

Would you like any help ...?  
May I be of assistance?  
Is there anything I can do ...?

## 30. Accepting an offer of something

### Informal

Lovely!  
I'd love ...!

### Less Formal

That'd be delightful.  
That would be very nice.  
Thanks very much/a lot.  
Thank you.  
Yes, please.  
Thank you, I would.  
Thank you, I will.  
I'd like ... very much, (please).  
I can think of nothing nicer/better.

### Formal

With the greatest of pleasure.  
With pleasure.



## 31. Declining an offer of something

### Less Formal

That's very kind, but I won't, thank you.  
Thanks all the same, but I won't/couldn't.  
Not this time, thanks.  
Not for me, thanks.  
Not for me, thank you.  
No, thanks, really.  
No, thank you.  
No, thank you very much.  
No, I really won't, thank you.  
I'm not sure I can.  
I won't, thanks.

### Formal

If it's all the same to you, I won't.

## 32. Accepting an offer of help

### Informal

Lovely!  
Just what I needed ...!

### Less Formal

That's very kind of you.  
Thanks very much!  
Thank you.  
Oh, yes, please.

### Formal

You are most kind.  
That's extremely good of you ...  
If you're sure it's no trouble ...  
I'd be delighted if ...

## 33. Refusing an offer of help

### Informal

No, it's O. K., thanks.  
No, don't worry.  
No, don't bother, really.

### Less Formal

That's very kind of you, but ....  
Thanks a lot, but ...  
No, thank you.  
No, really, I can manage, thanks.  
No, it's all right, really.  
I don't think so, thank you.

### Formal

That's extremely kind of you, but ...  
Thank you for offering, but ...  
Please don't trouble yourself about ...  
It's very good of you to offer, but ...



## 34. Asking for someone's opinion

### Informal

I don't think much of ..., do you?

### Less Formal

What would you say to ...?  
What do you think of/about ...?  
What are your feelings about ...?  
What about ...?  
How would you react to ...?  
How do you see...?  
How do you feel about ...?  
Have you got any comments on ...?  
Can you comment ...?  
What do you feel about ...?

### Formal

What's your opinion of ...?  
What is your reaction to ...?  
I'd be grateful to have your opinion on ...  
Do you have any particular views on ...?  
Do you have any opinion on ...?  
Could I know your reaction to ...?

## 35. Expressing your opinion

### Informal

You know what I think?  
Well, I must say ...  
I'd say ...  
I'd like to say ...  
Don't you think ...?

### Less Formal

What I reckon is, ...  
The way I see it, ...  
It's my feeling...  
It seems to me ...  
I'm convinced that ...  
If you ask me, ...  
I think ...  
I should say ...  
I reckon ...  
I feel ...  
I believe...  
From my point of view, ...

### Formal

Personally, I consider ...  
Personally, I believe ...  
My own view of the problem is ...  
It's my opinion ...  
In my view ...  
In my opinion ...  
I'm of the view ...  
I'm of the opinion ...  
If I may say so ...  
I consider ...  
From where I stand, ...  
As I understand it ...  
As I see it, ...  
As for my point of view ...  
To my mind, ...



## 36. Trying to change someone's opinion

### Informal

You can't mean that, surely?  
No, but look, ...  
Hold on ...  
Are you kidding? ...

### Less Formal

You don't really think...?  
Yes, but on the other hand ...  
Well, think of it this way, ...  
Surely you don't think...  
Isn't it possible that ...?  
Do you really think ...?  
But look at it like this, ...  
But don't you think ...?  
Another way of looking at it would be that ...

### Formal

Yes, but if we look at the whole picture, ...  
Well, I think others might say ...  
I respect your opinion, of course. However, ...  
But there are other considerations. For example, ...  
But seen from another angle, one might say ...  
But if we look at it in another light, ...

## 37. Saying you have no opinion

### Informal

Your guess is as good as mine ...  
It makes no odds to me ...

### Less Formal

It is not something I've considered a great deal .  
It doesn't really matter to me.  
I really don't know what to think about ...  
I really don't know what to say.  
I really couldn't say, ...  
I don't know.

### Formal

I don't have any opinion about ...  
I can't say I have any views on the question...

## 38. Avoiding giving an opinion

### Informal

Well, now you're asking ...  
Can't say, really.

### Less Formal

Well, I don't know really ...  
That's not my department, I think.  
That all depends.  
Perhaps.  
No comment, I'm afraid.  
Maybe.  
It's difficult to say ...  
I'm sorry I can't answer ...  
I'm afraid you'd have to ask someone else.  
I'd rather not say anything about ...  
I'd prefer not to say anything about ...  
I'd have to think about ...  
I suppose it depends on your point of view.  
Do you think so?

### Formal

It's difficult to give an opinion right at the moment.  
I'm not in a position to say anything about ...  
I'm afraid I can't comment on ...  
I don't have anything to say on ...

## 39. Inviting someone

### Less Formal

Would you like to ...?  
Won't you ...?  
Why don't you ...?  
What about ...?  
Shall we ...?  
Do ...?  
Come and ...  
Please, do ...?

### Formal

Would you care to ...?  
We should be very pleased if you could ...  
We should be delighted if you were able to ...  
Perhaps you'd care to ...?

## 40. Accepting an invitation

### Informal

I won't say no.  
Great!  
O. K.

### Less Formal

Yes, I will.  
That sounds a very nice idea.  
Thank you. I'd like to ...  
It would be very nice to ...  
I'd love to ...  
I'd like nothing better.  
I would, very much. Thank you.  
All right then.

### Formal

With the greatest of pleasure.  
What a splendid idea! Thank you!  
We'd very much like to ...  
We'd be delighted to ...  
That's really most kind of you.  
That would give us great pleasure.

## 41. Declining an invitation

### Informal

Sorry, I can't. But thanks anyway.  
Oh, what a shame. I won't be here.  
I'd love to, but ...

### Less Formal

Thank you very much, but ...  
Thank you very much for asking me, but ...  
I'm very sorry, I can't.  
I'm terribly sorry, I don't think I can.  
I'm afraid I've already promised to ... (But thank you very much all the same.)  
I'd like to, but ...  
I wish I could, but ...

### Formal

Unfortunately, ...  
Sadly... However, thank you for inviting me.  
Much to my regret, ...  
That's very kind of you, but ...



## 42. Saying something is important

### Informal

Sure, it's most important.

### Less Formal

You shouldn't ignore it.  
That's of great concern.  
It's less important than ..., I think.  
It's absolutely important, believe me.  
It matters a lot.  
By all means you should be more careful. It's really important for you.

### Less Formal

It's something you should pay more attention to...  
It's of vital importance, no doubt.  
It's of great value.  
... is of vital importance in this case.

## 43. Saying something is not important

### Informal

What's that got to do with it?  
That's neither here nor there.  
That doesn't make a blind bit of difference.  
So what?  
How does ... come into it?  
... doesn't matter one bit.

### Less Formal

You don't have to worry about ...  
That's not the question.  
That's not the point.  
That's beside the point.  
That shouldn't concern us at this point.  
I think ... is something we can ignore.  
I really can't see what relevance ... has, I'm afraid.  
I don't think that's important.  
I don't think ... matters.  
Does ... matter?  
... just not the issue.  
... is of no great consequence.  
... has got nothing to do with it.  
... doesn't really make any difference.  
... doesn't matter.

## 44. Asking if someone is interested

### Informal

Does it grab you at all?  
Do you go for ...?

### Less Formal

Does this interest you at all?  
Do you find ... interesting?  
Are you keen on ...?  
Are you interested in ...?

### Formal

What are your interests?  
What are you interested in?  
I wonder if you have any interest in ...?  
Does ... appeal to you?

Do you share my interest in ... at all?  
Do you have any interest in ...?

## 45. Showing your interest

### Informal

I'm a ... fan.  
... is what grabs me/turns me on.

### Less Formal

Nothing interests me less than ...  
It has always interested me.  
It doesn't concern me a great deal.  
I'm quite fascinated by ...  
I'm interested in ...  
I have a passion for ...  
I find it very interesting.  
I find it extremely interesting.  
I don't find it so interesting.  
I'm very keen on ...  
I find it fascinating.  
... intrigues me a great deal.

### Formal

My main interest is ...  
It interests me a great deal.  
I have some interest in ...  
My particular interest is ...

## 46. Saying you are not interested

### Informal

That isn't my cup of tea, I think.  
I'm afraid it leaves me cold.  
... isn't for me.

### Less Formal

It isn't all that interesting as far as I'm concerned.  
I'm not very interested in ...  
I find ... rather uninteresting/boring.  
I don't find it very interesting ...  
Actually, I don't have any interest in...

## 47. Giving reasons

### Informal

Well, the thing is, ...  
Let me explain. You see, ...  
It's like this, you see, ...  
He's dead right: ...

### Less Formal

Well, you see, ...  
Well, because ...  
Well, ... so as to ...  
The simple reason was that ...  
The reason was that ...  
The basic reason is that ...  
If I could explain, ...  
He's got a point. You see, ...  
But the point is, ...  
But surely, ...  
... so that ...

### Formal

I think there's a good case for ...  
I think it is right for the following reasons:



## 48. Promising

### Informal

Sure I'll do it.  
OK! I'll ...  
Fine! I'll ...

### Less Formal

I'll...  
I won't let you down. I'll ...  
Exactly!  
No problem! I'll ...  
Don't worry, please. I'll ...

### Formal

You may rely on me. I'll ...  
I do promise ...  
Agreed! I'll ...

## 49. Comparing

### Informal

There's no way ... is better than ...  
... has the edge over ... ( a little bit better)

### Less Formal

You just can't compare ... and ...  
There's absolutely no comparison between...  
and ...  
On the whole, ...  
If you compare ... and ...  
I don't see how you can talk about ... and... in the  
same way.  
... worse than ...  
I consider it to be greatly inferior to ...  
... better than ...

### Formal

I think it's not less attractive than ...  
I don't consider ... to be in any way more attrac-  
tive than ...  
By and large, ...  
All in all, ...  
... is less valuable than ...  
... is incomparably more interesting than ...  
I consider it to be superior to ...

## 50. Giving something to someone

### Less Formal

The ... you asked for.  
I'd like you to have ...  
I'd like to give you ...  
Here's ...  
Here you are.  
Here are your ....  
Can I give you ...?  
... is for you.

### Formal

Please, accept ...  
I have great pleasure in presenting you with.  
Allow me to present you with ...

## 51. Saying what you want

### Informal

Why can't I ...?  
I've got to have ...  
I'm really longing for ...  
I should really love ...  
I could use...  
I could do with ...  
... would just suit me.  
... would go down well.

### Less Formal

What I should really like is ...  
May I ...?  
If only I could ...  
I'd love ...  
I'd like ...  
I wish I could ...  
I want ...  
I need ...  
I must have ...

### Formal

I very much wish ...

## 52. Saying you have reached agreement

### Informal

That's it, then...  
That's O. K.  
So what are we arguing about?  
Everyone's happy about..., then.

### Less Formal

Well, that's settled, ...  
That's agreed then.  
So we're agreed.  
Right, we agree.  
We are agreed ..., then.

### Formal

We seem to be in complete agreement ...  
Basically, we seem to be saying the same thing.  
So, we appear to agree on ... .

## 53. Warning

### Informal

Watch out!  
Watch out for ...  
Mind you don't ...  
Mind out!  
Mind ...  
Look out!

### Less Formal

Whatever you do, ...  
Make sure you don't ...  
Be ready for ...  
Be careful of ...  
Be careful ...

### Formal

I would be extremely careful of ..., if I were you.



## 54. Asking about preference

### Less Formal

Would you rather...?  
Would you rather ..... or .....?  
Which would you prefer?  
Which would you prefer: ... or ...  
Which seems better to you?  
What's your favorite .....?  
We could ... or ..... I leave it to you to decide.  
The choice is yours, .....or .....?  
Do you prefer ..... or .....?  
Do you like ... better?

### Formal

Which appeals more? ..... or ...?  
Do you find ... or ... more enjoyable?

## 55. Saying what you prefer

### Informal

Oh no, give me ... every time.

### Less Formal

If it was up to me, I'd ...  
I'd rather ... any time.  
I'd rather ...  
I'd prefer ...  
I would usually choose ...  
I prefer ...  
I like ... more than ...  
I find it more enjoyable than...  
I enjoy ... better than ...

### Formal

My preference would be ...  
My choice would always be ...  
I usually find ... much more satisfactory.  
I have a strong preference for ...

## 56. Asking about liking

### Informal

It is nice, isn't it?  
Isn't it fantastic to ...?  
Don't you love ...?  
Do you go for ...?  
Are you keen on ...?

### Less Formal

What are your feelings about ...?  
Don't you like ...?  
Don't you find it very exciting?  
Do you like ...?  
Do you enjoy ...?

### Formal

May I ask if you are fond of ...?  
Do you find it enjoyable?

## 57. Expressing liking

### Informal

You can't beat ...  
It is wonderful!  
It is really terrific!  
It is really great!  
It is a lovely way to pass the time.  
I'm very keen on .....  
I'm very fond of ...  
I'm head over heels about ...  
I'm absolutely crazy/mad about ...  
I really go for ...

I love ...  
I do love ...  
I adore ...

### Less Formal

There's nothing I enjoy more than ...  
I've always loved ...  
I've always liked ...  
I like ...  
I enjoy ...

### Formal

What I particularly enjoy is ...  
It is one of my favorite pastimes.  
I have a particular fondness for ...

## 58. Expressing disliking

### Informal

There's nothing I like less.  
I think ... is pretty awful.  
I really hate ...  
I never could put up with ...  
I find it difficult to get on with ...  
I can't stand ...  
I can't bear ...

### Less Formal

There's nothing I like less than ...  
I've never liked ...  
I'm not really very keen on ...  
I'm not over-enthusiastic about ...  
I'm afraid I don't like ...  
I must say I'm not particularly fond of ...  
I can't work up any enthusiasm for ...  
... is not one of my favorite ...

### Formal

I especially dislike ...  
I don't think ... is particularly enjoyable.  
I can't say it appeals to me very much.

## 59. Saying you are willing to do something

### Informal

Why not?  
Sure!  
Right you are!  
No problem. I'll ... if you like.  
O. K.!

### Less Formal

Yes, of course.  
Yes, I don't see why not.  
Yes, I don't mind ... at all.  
Yes, I don't mind ...  
No, of course not.  
I'm quite prepared to ...  
Certainly!

### Formal

Naturally.  
I'm willing ...  
I'd be only too happy to ...  
I should be most pleased ...  
I should be most happy.  
I should be delighted.  
I see no objection to ...  
By all means.



## 60. Saying you are willing to do something under certain conditions

### Informal

Right you are, but ...  
No problem, as long as ...

### Less Formal

Yes, though ...  
Yes, but that depends on ...  
Of course, but ...  
I'm willing to, as long as ...  
I'm quite prepared to, but ...  
I'd be happy to, but ...  
I suppose so, as long as ...  
I see no objection provided that ...  
I don't see why not, provided ...  
I don't mind, as long as ...  
Certainly, if ...  
Certainly, but ...  
Certainly, as long as ...

## 61. Saying you are unwilling to do something

### Informal

I'm not keen on ...  
I don't really fancy ...  
I don't think I can/could ..., actually.

### Less Formal

To be frank, I don't think ...  
Well, I think I'd rather not...  
On the whole, I don't think ...  
It's not that I don't want to, but ...  
It'd be a little difficult ...  
I'm not sure I can/could ..., actually.  
I'm not convinced we should ...  
I'm afraid I can't possibly ...  
I'd rather not, actually.  
I'd like to, but ...  
I wish I could, but ...  
I don't really want to ...  
I didn't really want to ...

### Formal

Well, I'm rather reluctant to...

## 62. Showing optimism

### Informal

You wait and see. It's all going to be O. K.  
Things will work out fine.  
It'll all turn out O. K.  
Everything'll be fine.  
... 'll be great.  
... will be wonderful.  
... will be nice.  
... will be good, I am sure.  
... can't go wrong.

### Less Formal

I think you're going to have a good holiday ...  
I feel quite sure about ...  
I feel quite sure.  
I don't see how ... can fail.  
I am confident ...

### Formal

I have every confidence ...  
I am very optimistic about ...  
I am very optimistic ...

## 63. Saying you are looking forward to something

### Informal

Looking forward to ...  
It'll be nice ...

### Less Formal

It'll be wonderful to ...  
It'll be pleasant ...  
It'll be interesting ...  
It'll be good ...  
I'm looking forward to ...  
I'll be happy to ...  
I'll be glad to ...  
I must say I look forward to ...

### Formal

I'll have the pleasure of ...  
I look forward to hearing from you ...

## 64. Showing pessimism

### Informal

No way ...  
I'm not too happy about ...  
I don't hold out much hope for ...  
Fat chance of ... (no chance of)  
Can't be done!

### Less Formal

I'm wondering ...  
I'm rather doubtful ...  
I'm not so sure ...  
I'm not at all sure...  
I'm not at all sure about ...  
I suspect ...  
I rather doubt ...  
I don't want to sound too pessimistic, but I'm afraid .....

I don't think ...  
I don't really believe ...  
He is bound not to be on time.

### Formal

I'm rather skeptical about ...  
I'm rather doubtful about ...  
I'm fairly pessimistic about ...



## 65. Saying you are worried

### Informal

I've got the wind up about ...  
I'm worried sick by ...  
I'm worried sick about ...  
I'm worried sick ...  
I'm scared stiff of ...  
I'm scared ...  
I'm really terrified of ...  
I'm really in a flap.  
I'm really in a flap about ...

### Less Formal

I'm worried about ...  
I'm very anxious about ...  
I'm very anxious ...  
I'm uneasy about ...  
I'm frightened ...  
I'm extremely nervous of ...  
I'm afraid of ...  
I find ... very worrying.

### Formal

I fear ...  
... gives some cause for concern.

## 66. Saying you are bored

### Informal

It really turns me off.  
It leaves me cold.  
It is deadly boring.  
It is a total bore.  
I'm sorry, but it rather bores me.  
I'm fed up with ...  
Actually it bores me stiff.

### Less Formal

It looks rather boring.  
I'm sorry, but I'm really not interested in ...  
I'm afraid I'm rather bored by ...  
I don't think it is very exciting.  
I don't find it very interesting, actually.  
How boring!

### Less Formal

To be frank, I find it rather boring ...  
I should like to say I find it interesting,  
I find it difficult to be enthusiastic about ...  
Actually, I find ... totally uninteresting.

## 67. Expressing excitement

### Informal

What a great idea!  
Terrific!  
Super!  
Smashing!  
Hooray!  
Fantastic!



### Less Formal

It's very exciting.  
It is thrilling.  
It is sensational.  
It is most exciting/fascinating.  
It is exciting.  
I'm very fascinated by ...  
I'm very excited by ...  
How wonderful!  
How marvelous!  
How exciting!

### Formal

I'm really very enthusiastic about it.  
I can't deny my enthusiasm for ...

## 68. Showing relief

### Informal

Thank heavens!  
Oh, what a relief!  
Oh, that's a weight off my mind.  
Oh, that's a relief.  
Oh, thank goodness for that.

### Less Formal

That's a great relief.

### Formal

It's a great relief...  
I'm most relieved to hear ...  
I'm extremely glad to hear ...

## 69. Showing irritation and anger

### Informal

Why on earth didn't he ...?  
What a nuisance!  
That's the last straw!  
Oh, no!  
Oh, dear!  
Oh no, what next?  
I've had just about enough of ...  
It really makes my blood boil.  
It really makes me see red.  
It really makes me mad.  
It really isn't good enough.  
I'm fed up with ...  
I really hate ...  
I can't stand ...  
How irritating!  
How infuriating!

### Less Formal

It really makes me angry.  
I'm very annoyed ...  
I will not put up with ...

### Formal

It is most annoying.  
It is extremely irritating.  
I'm extremely displeased.  
I must say I object to ...  
I find it extremely offensive...  
I can't say I'm at all pleased by...  
I can't say I'm all pleased about ...  
I can't say I'm all pleased ...



## 70. Showing sympathy

### Informal

That is a shame.  
Oh, ... that's awful.  
I know how it feels.  
Hard luck.  
... is a crying shame.

### Less Formal

You must be very upset.  
That's dreadful.  
That is a pity.  
I'm very sorry to hear ...  
I'm extremely sorry to hear ...  
I'm ever so sorry.  
I am sorry to hear that.  
How upsetting!  
How terrible!

### Formal

You have my deepest sympathy.  
What a terrible situation for you!  
Please, accept my heartfelt condolences.  
I was most distressed to learn about ...  
I was deeply sorry to hear.  
I do sympathize, I assure you.

## 71. Persuading

### Informal

You're not going to let me down, are you?  
Just this once!  
Don't be like that!

### Less Formal

Won't you ..., please?  
Why don't you ...?  
Please, let me ...  
I really think you'd do well to ...  
Are you really sure you can't ...?

### Formal

Won't you reconsider ...?  
How can I persuade you to ...?  
Couldn't I persuade you ...?  
Could you be persuaded ...?  
Can't I persuade you ...?  
But it's in our own interests to ...  
The best course of action would be to ...

## 72. Complaining

### Informal

You've got to do something about ...  
You can't possibly ...  
Really I've just had about enough of ...  
Really I'm fed up with ...  
Look here! You can't go around ...  
Honestly, you're always ...  
... just won't do.

### Less Formal

Something must be done ...  
I'm afraid ... it's just not good enough.  
I want to complain about ...  
Can you do anything about ...?

### Formal

Would you mind not ...?  
Well, this is most unsatisfactory ...  
I'm sorry to say this, but ...  
I'm not at all satisfied ...  
I'm afraid I've got a complaint about ...  
I wish to complain in the strongest terms about...  
I really do object to ...  
I have a complaint to make ...

## 73. Encouraging

### Informal

You're doing very well.  
You're doing fine.  
You have our backing on ...  
We feel you should go ahead...  
That's lovely!  
That's good!  
That's fine!  
That's all right!  
Terrific!  
Lovely!  
Keep it up!  
I'm right behind you!  
Great!  
First class!  
Don't give up.  
You have our whole-hearted support.

### Less Formal

You can do it.  
Well done! Now ...  
That's most encouraging!  
That's better than I could do.  
I wish I could do as well.  
Don't worry, I'm sure you'll do better this time.

### Formal

There's no reason to feel discouraged.

## 74. Requesting

### Informal

You couldn't ..., could you?  
Don't ..., will you?  
Do me a favor and ...  
Any chance of ...?

### Less Formal

Can you ...?

### Formal

Would you mind ..., please?  
Would you be so kind as to ...?  
Would you ..., please?  
Would there be any possibility of ...?  
Would it be possible for you to ...?  
We should be most grateful if ...  
I'm sorry to trouble you, but ...  
If you could ..., I'd be very grateful.  
I'd be very grateful if you'd ...  
I hope you don't mind my asking, but ...  
Do you think it would be possible ...?  
Could you possibly ...?  
Could you ..., please?  
Could I ask you to ...?  
Do you think you could ..., please?



## 75. Suggesting

### Informal

What about ..., then?  
Let's ...  
Let's ... then, shall we?  
I tell you what: we'll ...  
I know, let's ...  
How about ..., then?  
Do you think it would be an idea to ...?

### Less Formal

You could ...  
Why not ..., then?  
Why don't we ..., then?  
We might ...  
We could always ..., then.  
Shall we ...?  
We might as well ...

### Formal

You may like to ...  
Would you care to ..., then?  
May I suggest ..., then?  
If I may make a suggestion: ...  
I'd like to suggest ...  
I suggest ...  
I should like to put forward a proposal: ...  
I propose ...

## 76. Threatening

### Informal

Just you try!  
Just don't ..., that's all.  
Don't you dare!  
Do that again and ...

### Less Formal

Unless ..., I'll ...  
If ... I'll ...  
Don't ... or ...

### Formal

You'd be very unwise to ...  
If you don't ..., I shall be forced to ...  
If you cannot ..., I shall be obliged to ...  
If I were you, I'd ... or ...  
If I were you, I wouldn't, or ...  
I don't really want to say this, but if ..., we shall ...

## 77. Expressing disappointment

### Informal

That's too bad.  
That's a real shame.

### Less Formal

What a disappointment!  
That's very disappointing, I must say.  
Oh, I am disappointed.  
Oh dear, I was hoping for ...  
I'm sorry to hear about ...  
I'm rather disappointed about ...  
...is a great pity.

### Formal

It comes as a great disappointment.  
I must say I had hoped for ...

## 78. Expressing surprise

### Informal

You're kidding!  
You must be joking.  
You don't say!  
Who'd have thought it?  
Well, I never!  
Oh, no!  
No, I don't believe it!  
Never!  
My goodness!  
Good Lord!  
Good heavens!  
Fantastic!  
Fancy that!  
Fancy ...  
Are you serious?

### Less Formal

What a surprise!  
That is a surprise.  
Oh, that's amazing!  
I must say it surprises me.  
How very surprising!

### Formal

I find it very surprising.  
Extraordinary!  
I must say he has taken me completely by surprise.

## 79. Calming or reassuring someone

### Informal

Try and look on the bright side.  
There, there! (while padding a child - "no problem")  
The best thing is to keep cool.  
Steady on.  
Relax.  
Now, now take it easy.  
Now, don't get upset.  
No need to get so worked up about ...  
It's all right.  
It is not as bad as all that.  
Don't worry!  
Come on! It's O.K. !  
Cheer up!

### Less Formal

You really needn't worry about ...  
There's really no reason for ...  
There's nothing to worry about.  
There's no reason to get upset about ...  
Please, don't worry.  
I'm sure things will turn out fine in the end.  
I'm sure things will turn out all right.  
I shouldn't get upset, if I were you.

### Formal

You need have no fears about ...  
May I assure you of ...?  
May I assure you ...?  
Let me reassure you ...  
I assure you ...



## 80. Asking if someone approves

### Informal

Is this O.K. now?  
Is ...all right, do you think?

### Less Formal

Do you think it will work?  
Are you for ...?

### Formal

You would be in favor of ..., wouldn't you?  
You are in favor of ..., aren't you?  
What is your attitude towards ...?  
Is it acceptable ...?  
I hope ... has support.  
Do you approve of ...?  
Could I ask if you approve of ...?  
Could I ask for your reaction to ...?  
Are you in favour of...?

## 81. Expressing approval

### Informal

What a good idea!  
That's just the job!  
That's great!  
That's fine!  
That's a great idea!  
Terrific!  
It sounds just fine.  
I'm all for ...  
How fantastic!  
O. K.!

### Less Formal

That's the way it should be.

It's what I wanted.  
It's very good.  
It's just what we expected.  
It's exactly what should be done.  
It is just what I had in mind.  
I'm very pleased ...  
I'm very happy about ...  
I'm very glad to ...  
Good. I'm very much in favor of that.

### Formal

In my opinion, it is the proper way to do it.  
I would certainly give it my backing.  
I entirely approve of the plan.

## 82. Expressing disapproval

### Informal

It's all wrong.  
I don't think ...'s very good.

### Less Formal

Surely not!  
It's wrong to ...  
It isn't right to ...  
Is it really necessary ...?  
I'm not very happy about ...  
I'm against ...  
I really don't approve of ...  
I can't approve of ...

### Formal

In my opinion, it's quite wrong.  
I'm certainly not in favor of ...  
I would find it difficult to recommend ...  
I should like to say how much I disapprove of...  
I find it quite unsatisfactory.  
I disapprove of ...  
I certainly cannot give my support to ...

## Part II CLASSROOM LANGUAGE

### STUDENT'S GUIDE

## 1. Being late

I missed my bus.  
I overslept this time.  
I'll be more careful next time.  
I'm sorry, I'm late.  
I've been to see the doctor.  
Something's wrong with my watch.

## 2. Being absent

Anyway, I'll try to find out.  
He has gone for a medical examination.  
He has got a cold.  
He has got a high temperature.  
He has got the flu.  
He is at the dentist's.  
He is ill.  
He is not well.  
He isn't here but it's so unusual. He's always so exact.  
He wasn't feeling very well, so he went home.  
He wasn't here yesterday, either.  
He's at the doctor's.

He's gone for an x-ray.  
I don't know.  
I've no idea.  
OK! I'll get in touch with her.  
Something has happened at home.

## 3. While learning

Can you help me, please?  
Could I take the dictionary?  
Could you explain again, please? I missed the last word.  
Could you explain the pattern once again, please?  
Could you kindly slow down a bit?  
Could you repeat the first section?  
Could you repeat the instruction, please?  
Could you repeat the last bit?  
Could you say it again?  
Do you mean that we should ...?  
I am not sure about this word.  
I missed the beginning of what you said.  
I'm sorry, I didn't understand.  
Is it right that I should ...?  
It must be an idiom. I can't make out anything in this sentence.  
May I look up the dictionary?  
May I see it in my workbook?  
May I take the dictionary?  
Shall we do the exercise in our workbooks?  
Shall we hand the worksheets in when we've finished?  
Well, this phrase doesn't seem familiar to me.  
What do we have to do next?  
What shall we do when we've finished?  
Which tense should I use here?  
You are speaking too quickly. I didn't get that down.

## 4. Using media

Could you kindly slow it down?  
Could you reproduce it once again?  
Could you show it once more?  
Could you spell the word, please?  
Could you write it up on the board, please?  
I can't follow, it's too fast.  
I can't hear, it's too soft.  
I can't see anything.  
I'm sorry, it's too loud.  
I'm sorry, it's too soft.

## 5. Taking turns

Am I next?  
Is it my turn?  
May I interfere?  
Shall I proceed?  
Shall I start?  
Which number are we on?  
Will you be next?

## 6. Asking about correctness

Be sure to correct it.  
Can I say that?  
Could this one be correct?  
Could you explain why it's wrong?  
Could you prompt me the right thing?  
Could you read out the answer to No. 5?  
I can't see anything wrong in the sentence.  
I don't think it's wrong.  
I think you've made a mistake on the board.  
Is this a mistake?  
Isn't there a mistake in sentence 5?  
It depends. I think you may use either.  
Should I correct it?  
Sure, you've made a mistake.  
Was the answer to No. 6 "A" or "B"?  
What was the answer to No. 3?  
What would be the right answer instead?  
What's wrong with ...?  
Which is the right version?  
Which of these could be the right answer?  
Why did you mark this wrong?  
Why was what I wrote wrong?  
Will it be O. K. if ...?

## 7. Asking about language

### A. Pronunciation and spelling

Are there two "r" or only one?  
Aren't there two accents in this word?  
Do I need a full stop here?  
Do I need a hyphen before this word?  
Do I pronounce the right diphthong here?  
Have the noun and the verb different accents?  
How do you pronounce the next word?  
How do you spell ...?  
I'm not sure how to say the next word.  
I'm not sure if I pronounce the right sound.  
Is my intonation appropriate in this sentence?  
Shall I pronounce the sound /r/ here?  
Shall I put a comma here?  
What's the next word?  
Where's the accent in this word?

### B. Grammar

Could you use the future here?  
Could you use the passive here?

Do you have to have an article?  
Do you have to put the particle "to" after "to help"?  
Do you have to use an auxiliary verb here?  
Is it an irregular verb?  
Is it appropriate to use the Past Perfect in this context?  
Should I add "-s" here to form the plural?  
Should I change the tense here?  
What's the preposition after "to depend"?  
Which form should I use here?  
Which tense do I need here?

### C. Vocabulary

Can I look up the dictionary?  
Can we say "a moot point"? Does it sound English?  
Could you explain the difference between "... " and "... "?  
Could you explain the meaning of this word?  
Could you kindly repeat the second sentence?  
Could you make a hint that I should guess what it means?  
Could you repeat the last word in the sentence?  
Does this English idiom mean the same as the Turkish "... "?  
Does this word mean the same as ...?  
I didn't understand what the last sentence meant.  
I don't understand the first word.  
I don't understand this word.  
I'm sorry, I've made a slip. I meant something different.  
Is "funny" an antonym of "dull"?  
Is "in a nutshell" an idiom?  
Is "to rip" a synonym of "to tear"?  
Is it a derivative form of "... "?  
Is there a better way of saying the same thing?  
Is there a shorter way of saying this?  
Is there a word in English that means the same as ...?  
Is there any difference between the meanings of the word "... " and the word "... "?  
Is there any difference in meaning between "... " in English and "... " in Turkish?  
Is this word polysemantic?  
It still isn't clear to me what this means.  
I've never heard that word before.  
No, I can't. I need your help badly. Do help me, please.  
Well. I can't guess. Do give me a helping hand.  
What does the idiom "... " mean in this context?  
What part of speech is "... "?  
What's the English for ...?  
What's the meaning of "emancipation"?  
What's the Turkish for ...?  
Will it be appropriate to say...?  
Will it be better to say ...?  
Will it be more appropriate if I replace "... " with "... "?

## 8. Requests

Could I ask you a question?  
Could I change seats with ...?  
Could I have another copy?  
Could I leave some minutes earlier?  
Could I look for my pen?  
Could I take a seat over there?  
Could you correct my mistakes if any?  
Could you help me, please?  
Have you got an extra sheet?  
I'd like to correct the mistakes. Could I?  
May I go out?  
May I have a try?  
May I open the book?  
May I take a dictionary out of the bookcase?  
May I take my workbook from ...?



## 9. Offering help

Can I help?  
Do you want a hand with the books?  
Do you want a hand with the table?  
Shall I collect the sheets?  
Shall I draw the curtains?  
Shall I fetch the readers?  
Shall I help him with the sentence?  
Shall I help you with the handout?  
Shall I pass them on?  
Shall I turn the lights out?



## TEACHER'S GUIDE

### 1. Attracting attention

Attention, please!  
Could I have your attention, please?  
Face the front, please.  
I hope, you follow me?  
I'm sorry for interrupting you, but ...  
Look at me.  
Look over here.  
Look this way for a moment.  
Look up for a moment.  
Pay attention now.  
Settle down, all of you, please.  
Stay in your seat, please.  
Try to concentrate now.  
Watch me, please!  
Will you stop talking, please?

### 2. Organising students' learning activity

Again, please.  
All right, thank you.  
Begin with a question word.  
Copy me.  
Do it like this.  
Do it this way.  
Do what I'm doing.  
Do you need my help?  
Do you understand the way I do it?  
Don't disturb your neighbor.  
First I'll explain what and how we should do it.  
Here's an appropriate example.  
I didn't quite catch what you said.  
I'm sorry, I can't hear you.  
Let's start working.  
Like this, not like that, please.  
Not so loud, please.  
Not so quickly, I can't follow, I'm afraid.  
OK, that's enough.  
Once again but louder.  
Once again but not fluently, please.  
Once again, please.  
Once more.  
Pardon? What was that?  
Please, work individually.  
Say it a bit louder.  
Say it again, but this time louder.  
Say it again, please.  
Say it louder, please.

Say it once more.  
Say that so that we can hear you.  
Shall I explain it once again?  
So much for the time being.  
Softer, please.  
Sorry, I can't hear you.  
Sorry? What did you say?  
Speak more clearly, please.  
Speak up.  
Stop for the time being.  
That's enough for now.  
That's fine, thank you.  
The whole sentence, please.  
This is how we shall do it.  
This time we shall ...  
Three students in each group, please.  
Try it again from the very beginning.  
Try to do it exactly the same way as I'm doing it.  
Try to work independently.  
Wait a little, please. Stop now.  
Watch me doing it.  
Watch me first.  
Will you form groups, please?  
Work by yourselves.  
Work in groups of four.  
Work in pairs.  
Work in threes.  
Work on your own.  
Work together with your friend.  
You will have to finish soon.  
You'll have to stop in a minute.

### 3. Assessing students' work

O. K.!  
Almost right.  
Better than ever.  
Come on, you can do better.  
Congratulations!  
Congratulations! You got right!  
Could be.  
Couldn't have done it better myself!  
Exactly right.  
Excellent!  
Fantastic!  
Fine!  
First class work.  
Good for you .  
Good remembering.  
Good work!  
Good!  
Great!  
Have another try.  
I couldn't give a better answer myself.  
I hope you do it better next time.  
I was not very satisfied with that.  
I'm afraid that's not quite right.  
In a way, perhaps.  
It depends.  
It's good to see you working like that.  
Keep it up.  
Keep up the good work.  
Keep working on it ,you have been improving.  
Magnificent!  
Marvellous!  
Much better.  
Nice going.  
Not exactly.  
Not really.  
Nothing can stop now.



Now that's what you can call a fine job.  
Now that's wrong.  
Now you have figured it out.  
Now you have it.  
One more time and you will have it.  
Outstanding!  
Perfect!  
Perfectly beautiful.  
Quite right!  
Reading aloud is difficult to you.  
Right on!  
Right you are!  
Right!  
Sensational!  
Sort of, yes.  
Super good.  
Super.  
Take it easy.  
Terrific!  
That is almost it.  
That is much better.  
That was not very good.  
That's better.  
That's coming along nicely.  
That's good.  
That's great !  
That's how to handle that.  
That's it!  
That's much better.  
That's quite an improvement.  
That's right.  
That's the best you have ever done.  
That's the right way to do it .  
That's the way to do it.  
That's a bit more like it.  
That's a lot better.  
That's better.  
That's exactly the point.  
That's it!  
That's more like it.  
That's nice.  
That's perfectly correct.  
That's right!  
That's the way.  
That's very good.  
The best ever.  
There's nothing wrong with your answer.  
Three cheers for you.  
Tremendous!  
Try it again.  
Unfortunately not.  
Very fine!  
Very good!  
Very nice!  
Well done.  
Wonderful!  
Wow !  
Wow !you did it .  
Yes!  
Yes, you've got it.  
You've just about mastered that .  
You are a joy.  
You are getting better at it all the time.  
You are half way there.  
You are on the right track.  
You are very good at that.  
You can do better than that.  
You can't say that, I'm afraid.  
You certainly did well today.  
You did it that time!

You did that very well.  
You didn't make a single mistake.  
You find it difficult to read aloud.  
You have got your brain in gear today.  
You have made a lot of progress.  
You haven't missed a thing  
You made a very good job of that.  
You must have been practicing.  
You need some more practice with these words.  
You read quite well.  
You read very fluently.  
You really make my job fun!  
You should be proud of the way you worked today.  
You sound very English.  
You speak very fluently.  
You were almost right that time.  
You're doing beautifully.  
You're doing that skill much better today.  
You're getting better everyday.  
You're learning fast.  
You're on the right track now.  
You're really improving.  
You're really working hard today.  
You've been doing a good job  
You've got it made.  
You've just got about it .  
Your pronunciation is very good.  
You've got the idea.  
You've improved a little.  
You've improved no end.

#### 4. Teacher - student interaction

After each part you can check the answers.  
And now a brief look at this text.  
Any problem?  
Are you ready now?  
Are you ready to retell the text?  
Are you ready with your message?  
Are you ready?  
Before we go on to the text, I want you to do some exercises.  
Briefly about your work next time.  
Can't you manage on your own?  
Continue with No. 5, please.  
Do you need my help?  
Does anybody need any help?  
Finally I want you to check your exercise.  
First let us read the text.  
First of all, we shall do...  
Firstly, a few words about the new material.  
For the last thing would you put down your homework?  
For the next thing, you should do this exercise.  
Have you all completed reading the text?  
Have you all finished?  
Have you completed your essay?  
Have you corrected the mistakes?  
Have you done everything?  
Have you done the exercise yet?  
Have you finished?  
Have you found the right passage?  
Have you found the word in the dictionary?  
Have you made a list of questions?  
Have you made up a dialogue?  
Having any trouble with this exercise?  
How are you getting along?  
How far have you got?  
I'll help you if you get stuck.  
Is anyone having difficulty?



Let me know if you run into a problem.  
Let's first listen to the dialogue.  
Let's move on to something different.  
Let's stop for a while.  
Next I would like you to ...  
Now you may do it with your books open.  
To begin with, we shall do some drills.  
To finish off with, you should make up a dialogue.  
We should look up the new words first of all.  
What's the matter?  
What's the problem?  
Where are you up to?  
Which question are you on?  
Who has done all?  
Who has finished?  
Who is finding this difficult?  
Who needs help?  
Why don't you join in?

## 5. Explaining how to learn English

Are there any questions?  
Are you all clear about what you have to do?  
Could you do it like this?  
Could you do it this way?  
Do this exercise at home.  
Don't spend more than five minutes on this.  
I would like you to do it in the following way.  
Let me explain what I want you to do.  
Let me tell you how you should do it.  
The idea of this exercise is to ...  
The point of this exercise is for you to ask me some questions.  
The purpose of this is (for you) to practice the Future Indefinite Tense.  
This is how we shall do it.  
This is the way you should do it.  
Try to do it this way.  
Try to do your best.  
What shall we do with this?  
You'll have to stop in ten minutes.

## 6. Relating English and Turkish

Could you put that from Turkish into English?  
Don't translate word for word.  
How would you translate this word into Turkish?  
In English, please.  
Now the same thing in English.  
Please, translate this sentence into English.  
Say it in English.  
Think about the meaning of the whole sentence.  
This is supposed to be an English lesson, so let's speak English.  
Try it in English.  
Use English.  
What do you call this thing in English?  
What is the English equivalent of the Turkish word ...?  
What is the Turkish for ... ?  
What is the Turkish word for ...?  
What's this sentence in Turkish?

## 7. Teaching to comprehend

Can you give me a word that means "unsuitable"?  
Can you say the same thing, using different words?  
Do you know another phrase that means the same thing?  
Give me a phrase that means approximately the same.  
How else can you say the same thing?  
I don't think you have had this word before.  
I think we had this word last time.  
Let's ask some questions about this passage.

Let's read through the vocabulary first.  
Let's see if you've understood.  
Let's talk about this chapter.  
We dealt with these forms last time.  
We'll have a look at the new words.  
What are the two words that mean the same as "to talk"?  
What's a shorter way of saying "he spoke complaining of something"?  
What's another way of saying ...?  
What's another word that means the same as "ridiculous"?  
Who is going to ask the question on this page?  
You had the job of preparing five questions each on this unit.  
You had this last lesson.

## 8. Making English your own

A 'c' is missing.  
Always check the punctuation.  
Can anybody correct his spelling?  
Can we leave this comma out?  
Can you give me the main idea in a nutshell?  
Can you paraphrase this sentence?  
Explain the meaning of the sentence, using your own words.  
Give me a brief summary of the contents of the text.  
Have you spelt it right?  
How do you spell "Maugham"?  
How do you spell the word "catch"?  
How is "comprehend" spelt?  
I'm afraid this is spelt wrong.  
In what sense is the word "learn" used here?  
Is there anything wrong with the spelling?  
Is this letter right?  
It begins with an 'R'. It is spelt the same as in Turkish.  
I've spelt with two 'p's, not one.  
Let's see if you spelt it right.  
Put a comma after this word.  
'R' is missing.  
Spell "whisper" for me.  
Spell it aloud.  
Spell it in English.  
Spell it with small letters.  
Tell me in your own words what happened.  
The word ends with the letter 'k'.  
The word is spelt "c-o-n-s-p-i-c-u-o-u-s".  
There are two words you've spelt wrong.  
There should be a full stop.  
There's an 'h' missing.  
There's one letter too many.  
These two letters are the way round.  
Use the English names for the letters.  
Use your own words to describe what happened.  
Use your own words to tell me about this man.  
Use your own words.  
What do the words in brackets mean here?  
What does "talk" mean here?  
What does it mean in this context?  
What does the phrase in italics mean here?  
What is the correct spelling of this word?  
What letter is missing?  
Why do you need two 'p' s?  
Why should there only be one 's'?  
Write it as one word.  
Write it separately.  
Write it together.  
Write it with a capital 'D'.  
You need a comma here.  
You need an extra letter here.  
You've got one 'l' too few.

## 9. Right or wrong

Anything wrong in this sentence?  
Can you say it like that?  
Can you say that?  
Did anyone notice the mistake?  
Don't fall into the trap.  
How should you answer?  
Is that right?  
Is there anything that needs correcting?  
It's a trick question.  
That was almost right.  
That was not quite right.  
There was a small mistake in what you said.  
There's a catch in it.  
Think about it carefully.  
Was that the correct answer?  
What is the answer?  
What should you say?  
What would you say?  
You forgot the preposition.  
You made a little slip.  
You made a mistake.  
You made a small mistake.  
You missed the adjective.  
You misunderstood the instructions.  
You used the wrong tense.

## 10. Trying to improve

Can anyone say it another way?  
Could you phrase it slightly differently?  
How else could you say it?  
Is there a better way of saying the same thing?  
Is there another way of saying it?  
That is right, but is there another way?  
That's an interesting suggestion.  
That's one answer I couldn't have thought of.  
That's one answer I hadn't thought of.  
Try to put it in another way.  
Try to put it in other words.  
What else could you say?  
What other word could you use here?  
What's a better way of saying it?

## 11. Using grammar and vocabulary

Again, but this time more politely (fluently, clearly).  
An Englishman would probably say ...  
Can anyone tell me the corresponding verb?  
Can we leave this out?  
Could you find more opposites to this word?  
Do we need the relative pronoun here?  
Does anybody recall what we said about the verb 'to recognize'?  
Does anybody remember the rule for using "since" and "for"?  
Don't be mixed by the international word.  
Don't get "short" and "shirt" mixed up.  
Is it a relative pronoun here?  
Is the word order right?  
It might be better to say...  
Mind the preposition.  
Now ask properly.  
Once again, but remember the word order.  
Perhaps you had better say...  
Put the adverb at the end.  
They are spelt the same, but pronounced differently.  
This time start with "who".  
Try not to mix these two words up.  
What do you call a person who moves to another country?

What is the prefix that means negation?  
What is the verb that corresponds to this noun?  
What preposition does "to be happy" take?  
What you said isn't wrong, but ...  
What's the adjective that comes from "talk"?  
What's the difference between 'learn' and 'find out'?  
What's the opposite of "talkative"?  
What's the past tense of "to get"?  
What's the rule about "many" and "much"?  
Where does the word "yet" usually come?  
Which preposition comes after "to be embarrassed"?  
Which structure would you prefer?  
Which tense do we use after "if"?

## 12. Teaching pronunciation

Again, please, but do watch your pronunciation.  
Be careful with the sound "r".  
Don't mix up these two words "which" and "witch".  
It wasn't pronounced correctly.  
Listen again and say it after me.  
Listen to how I say it.  
Listen to me again carefully and then you try on your own.  
Listen to me saying it.  
Listen to the way I say it.  
Listen to the way my voice goes up.  
Notice how my tongue touches my teeth.  
See how my mouth moves.  
The man on the tape raised his voice like this.  
The second sound is [e] as in "pen", it's no "pan".  
The word is accented on the last syllable.  
The word is pronounced "mouse", not "mouth".  
The word rhymes with "house".  
There was a mistake in the pronunciation.  
Watch my lips very carefully.  
Watch my mouth closely.  
You are saying "sore". I'm saying "sir".  
You must let your voice fall at the end of the sentence.  
You said "back". Listen to the correct pronunciation. It should sound as "bag".  
You try and do the same.

## 13. Working with exercises

Answer every other question.  
Answer the first three questions.  
Change papers with your partner.  
Check your answers on page 51, please.  
Copy this down in your notebooks.  
Count your mistakes.  
Did anybody get them all right?  
Do some of the exercises on page 33.  
Do the exercise in writing.  
Do the whole of the exercise.  
Do this part of the exercise.  
Don't forget to write that down.  
Get this down somewhere so that you don't forget it.  
How many did you get right?  
How many did you get wrong?  
I want you to do exercise 8.  
If you get stuck, call me, please.  
If you get stuck, skip the question.  
I'll give you your tests back and we can go through them together  
I'll return your tests now.  
Leave the answers on the board.  
Let's check the answer quickly.  
Let's go on to exercise number 5.  
Let's go over the exercise together.



Let's go through the sentences on the board.  
Let's go through this exercise.  
Let's try it aloud before you write it down.  
Make a note of this in your books.  
Make sure I can read your handwriting.  
Make use of the duster.  
Print it.  
Put that down.  
Rewrite it neatly.  
Take this down in your workbooks.  
The right answers are on page 140.  
There is no need to rub that line off.  
Try the next exercise as well.  
Try the previous exercise.  
Underline the new words.  
Use the sponge.  
We'll do the exercise orally.  
Wet the sponge under the tap.  
What's the answer to number 4?  
Write it in big letters.  
Write it in block capitals.  
Write it in block letters.  
Write it in the empty space at the top.  
Write it in the margin.  
Write it neatly.  
Write it out legibly at home.  
You can leave this exercise up.  
You can wipe this line off.  
Your handwriting is illegible.

## 14. Communicating at the blackboard.

A few lines further on, please.  
Ann will begin.  
Another sentence, please.  
Are the sentences on the board right?  
Are there any mistakes in the sentences on the board?  
Can you see anything wrong with the sentences?  
Check the new vocabulary from the list.  
Clean the board, please.  
Come and stand by the blackboard.  
Come and write the word on the board.  
Come out and draw a house on the blackboard.  
Come out and write that sentence on the board.  
Come out to the blackboard, please.  
Copy this down from the blackboard.  
Copy this straight down into your notebooks.  
Do you know where we are?  
Everyone look at the board.  
Familiarise yourselves with the text.  
Finish the sentence off.  
Five lines further down, please.  
Go and fetch some chalk.  
Have a look at the next section.  
Have you all found the place?  
Have you found the place?  
Help Ann find the place.  
I want you to copy the questions down in your notebooks.  
If there are any words you don't know, please, ask.  
I'll read it to you first.  
I'll write up the correct answers on the board.  
Is there anything to correct in the sentence?  
It's at the bottom of the page.  
It's on the inside cover at the back.

It's somewhere near the middle of the book.  
It's somewhere near the top of the page.  
I've run out of chalk.  
Keep your writing straight.  
Let us read the sentences from the board.  
Let's look at the sentences on the board.  
Let's move on to the next page.  
Let's read the text aloud.  
Let's take turns to read.  
Look at exercise ... on page ...  
Look at page ...  
Look at the pattern on the board and ask questions.  
Look at the pattern on the board.  
Look for it near the front of the book.  
Make a note of the first three sentences.  
Move out of the way so that everyone can see.  
Next page, please.  
Now turn to page ..., please.  
One after the other, please.  
Open your books, please.  
Over the page, please.  
Peter, you read the part of Mrs. Smith.  
Prepare the next four paragraphs.  
Read one sentence each.  
Read the first sentence.  
Read the first ten lines.  
Read the passage silently.  
Read the sentence aloud.  
Read the text to yourselves.  
Rub out the last letter.  
Rub that off.  
Show Peter the place.  
Start reading from line 7.  
Step aside so that the class can see what you have written.  
Study the passage on your own, please.  
Take a piece of chalk. Write it up on the board.  
Take out your books and open them at page ...  
The last line of the first paragraph.  
The line in the middle of the page.  
The paragraph beginning 'He said' ...  
The third paragraph, the second line.  
Three sentences for each of you.  
Try to jot down the new words as we go along.  
Turn back to page ...  
Turn back to the previous page.  
Turn over the page, please.  
Turn to the next page.  
Two lines further up, please.  
We can wipe this half of the board.  
We'll read them all together.  
Who hasn't been out to the blackboard yet?  
Who is the monitor?  
Whose turn is it to clean the board?  
Whose turn is it to write the sentence up?  
Will you go to the board, please.  
Write it above that sentence.  
Write it below that phrase.  
Write it here on the board.  
Write it next to that word.  
You have already been out to the board.  
You start reading, Peter.  
You'll find it near the back of the book.  
You'll find the exercise on page ...



## 15. Miscellaneous

A little further down, please. That's right!  
All books closed, please.  
Ann, go on from where Peter left off.  
Are there any phrases you don't know the meaning of?  
Are there any points you are not sure of?  
Are there any questions on this text?  
Are there any strange words or expressions?  
Are there any words you are not familiar with?  
Are there any words you don't know?  
Books out, please.  
Can I help you with any words or phrases?  
Close your books, please.  
Collect the readers in and put them away.  
Could you share with Ann, please?  
Do you know the meaning of all the words?  
Do you understand everything?  
Does everybody understand what is required?  
Don't forget to put your names on the sheets.  
Don't forget your book next time.  
Don't stop in the middle of the sentence.  
Fetch the dictionaries from the teacher's room.  
Fine, go ahead! Any trouble?  
Give out the books, please.  
Go on reading, please.  
Hand in your papers as you leave.  
Has anybody got anything to ask?  
Has everybody got a book?  
Have you all got a copy of the exercise?  
Have you all handed in your tests?  
I'd like to draw your attention to the word "worst". It's in line 3.  
I'd like to point out some difficult constructions.  
Is anybody without a book?  
Is everything clear?  
Is there anybody who hasn't got a copy?  
Is there anyone who hasn't handed in the test?  
Is there anything you don't understand?  
Let us do some quick revision.  
Let's have a look at some of the difficult points.  
Let's look at the passage in more detail.  
Let's read the conversation again, with Ann reading the part of Mrs. Smith.

Look at the end of the very last line.  
Look at the first line of the first paragraph.  
Make sure you bring it next time.  
Next, please.  
Now, ten minutes for a test.  
One book between two.  
One book to every three pupils.  
Open your books at page ...  
Pass out the exercises, please.  
Pass the sheets to the front on each row.  
Pass these to the back, please.  
Pens down, please.  
Put your books away now.  
Put your books face down.  
Put your pencils down, please.  
Read the next section, please.  
Second paragraph, first line, the word "funny".  
See the instruction. Is it clear?  
Shall I help you?  
Shut your books, please.  
Someone else, please.  
Stop there, please.  
Stop working now.  
Take out your books.  
Take the books off the shelf, please.  
Take the dictionary out of the bookcase.  
Take your textbook out of your bag, please.  
Take your worksheets, please.  
That will do fine, thank you.  
That's enough, thank you.  
The meaning of this sentence is something like "he wouldn't obey".  
There are one or two difficult points we should look at.  
There's one dictionary for each group.  
This is a good opportunity to revise the past tense.  
This means more or less the same as "strange".  
Turn your books over.  
Would you like anything explained?  
Would you stop writing, please?  
You will have to share with your friend.  
You'll need your workbooks.  
Your time is up.

