

Meeting people for the first time

Usual

Hi! / Hello.

Nice to meet you. This is (my husband).

'Did you have a good journey?'

'Yes, fine thanks.'

More formal

Good morning / afternoon.

Pleased to meet you. / How do you do?

Asking somebody to do something

Usual

Could I have (your passport),

please?

Could you (sign here), please?

Very polite

Would you mind (filling in this

form)?

Do you think you could (send this fax) for me, please?

Responses

Yes, of course. No, of course not. I'm sorry, but... Sure. / No problem.

Checking

Question tags

You're from Ankara, aren't you? That's the capital, isn't it? You haven't been to Oxford before, have you?

Short answers

Yes, I am. Yes, it is. No, I haven't. No, I don't.

Asking permission

Usual

Can I...?
Could I...?

May I...? Do you think I

Very polite

could...?

Do you mind if I...?

Responses

Sure. Go ahead. ✓
Of course. ✓

I'm sorry, but... ✗
No, not at all. ✓

I'd rather you didn't. X

Apologizing

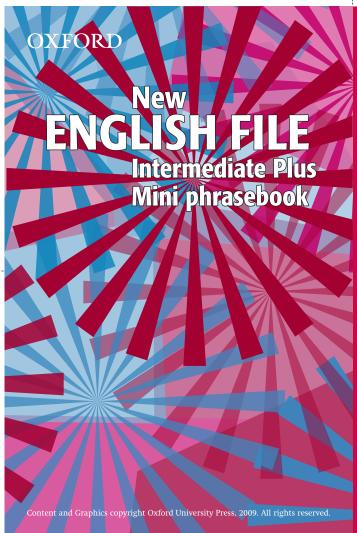
You don't smoke, do you?

Usual Stronger Responses

Sorry. I'm very sorry. That's OK / all right.

I'm sorry. I'm really sorry. Never mind.

I'm afraid (I've broken a glass). I'm terribly sorry. Don't worry.



Explaining what you want

I don't know what it's called in English but...

	Conversation 1	Conversation 2
What's it like?	It's a kind of (hat). It's made of (plastic).	It's a sort of (pen). It's (small) and (fat).
What's it for?	It's a thing you use to (cover your hair) when you (have a shower).	It's a thing for (marking important words).

Going out

Inviting / suggesting	Responding
Are you doing anything (tonight)?	Nothing special.
Do you want to come?	Yes, great. / I'd love to.
Would you like to (see a show)?	Sorry, I can't (tonight).
Do you fancy seeing (a play)?	That's a good idea.
How about (a film)?	

Responding	
What about (outside the station)?	
How about (7 o'clock)?	
OK. Fine.	

Asking politely for information (indirect questions)

Could you tell me where the (bus station) is, please?
Do you know what time the (bank) opens?
Could you tell me if this bus goes to (Piccadilly)?

Giving directions

How do I get to (your house)?

Go along Station Road, past the park until you get to the big roundabout. Go round the roundabout and take the first, second, third exit. Keep going along that road.

Take the third turning on the right.

Go straight down that road.

You can't miss it.

Complaining in a shop

I bought (this sweater two weeks ago...). I've got the receipt.

I'm not satisfied with it.

I'd like my money back.

I'd like to speak to the manager.

Complaining in a restaurant

I'm sorry, but I ordered a (chicken burger), not a (special burger).

Excuse me. My (cheeseburger) isn't cooked enough.

I asked for (medium). This is (rare).

I ordered (still mineral water). This is (sparkling).

Excuse me. There's a mistake in the bill.