

Social and Functional Expressions

Greeting, meeting people



Good morning.
Hello.
Good afternoon.
Good evening

Have a good day.
Goodbye.
Have a good afternoon.
Have a good evening.
Good night.

May I come in?
Can I come in?

Yes of course.
Yes you can.
Come in please.

May I ask who you are?
What is your name, please?
Could you tell me your name, please?
May I have your name, please?
Name please?

Sorry but I am busy right now.
Well, we are in a meeting.
Could you come back later?
If you can wait for a few minutes.
One moment please.
I will call you when I am ready to see you.

May I ask you a question?
Could I ask you a question?
Can I ask you something?

Go ahead.
Yes, of course.
Shoot.
Feel free.
By all means.

Excuse me?
How old are you?
What's your age?

I am 24 years old.
I am 67.
Not: ~~I am 43 years.~~

Enfos

Asking directions

Could you tell me where the nearest bakery is?
Could you show me the way to the post office?
Where can I find the nearest bookshop?
How do I get to the railway station?
Where is the nearest ...?
How do I get to...?

- post office
- supermarket
- town hall
- library
- photocopier
- newspaper stand
- launderette
- Laundromat (US)
- dry cleaner
- bookstore
- police station
- police department
- pharmacy
 - pharmacist
 - druggist
- drugstore: US for pharmacy though often also selling cosmetics atc.
- chemist: GB, a shop selling medicines, cosmetics, etc
- railway station
- bus stop
- office supplies store
- taxi stand
- stationer's
- bank

It is just around the corner.
It is just around that corner.
Just go down the street and at the end, turn left.
Take the third turning to the right then the second to the left.
It is across the street from town hall.

It's opposite the pharmacy where we bought painkillers yesterday.

Meeting People, Formal - Informal



Hello.

Hello.

How are you?

I'm fine and you how are you?

I'm fine. Well, I'm having a bit of a cold but that's all.

I'm a bit under the weather.

My hayfever is bothering me a bit.

Having a sinus problem again.

Hi, Jack.

Hi, Jim.

How do you do?

How do you do?

'Bond. James Bond'

My name is Bond.

I am Bond.

Jackson.

My name is Jackson.

I am Jackson.

A.) Pleased to meet you.

B.) Pleased to meet you.

[talk, talk, talk]

A.) Goodbye.

It was a pleasure to meet you.

B.) The pleasure was mine.

Goodbye.

or

B.) It was a pleasure meeting you too.

Goodbye.

How do you do?

what do you do

What are you doing?

I would like to make an appointment with Mrs. ...

I have an appointment with Mr. ...

Mrs. ... is ready to see you.

Follow me please.
After you.

Make yourself at home.

Can I have a look at that book?
Be my guest.
Feel free.

Let me show you out.
I'll show you to the door.
I'll show you to the gate.

Enfos

Asking about somebody's health

How are you?
 I'm fine.
 I'm fine, thank you.
How are you doing?
 I'm fine.
Are you feeling better?
Are you feeling any better now?
 Yes I am.
 No, not really.

Asking to use things

Can I borrow your pen?
Can I borrow your...?
Can you lend me your umbrella?
Can you lend me your ...?
Can you give me the glue ?
Can you give me ... ?
Could you pass me the salt?
Could you pass me ...?
Could you hand me the scissors?
Could you hand me ...?

Suggesting

Shall we all go to the park Saturday afternoon?

I need to watch the kids.
I'll have to look after the baby.
His brother has to take care of the children.
He has to take care of the children.
My parents are going to see their grandson.
They're going to see their granddaughter.
Do you want me to help you?
May I?
Allow me?

Enfos

Being away

My wife is going on a business trip (to Sidney).
She is going by plane.
... by bus.
... by car.
... by coach.
... by train.
Her husband went to a congress.
Their parents are travelling for work.
Mr. McManning is out of town this week.
The manager is in Stockholm for a training course.
Our supplies manager is away from the company this morning. She will be back at a quarter past two.

I wanted to visit my brother but he wasn't home.

Asking attention

Excuse me?

Apologising

I'm sorry.
Sorry.
Pardon me.
I beg your pardon.
Excuse me.

Asking to repeat

Excuse me?



Pardon me?
 Pardon?
 I beg your pardon?
 Sorry?
 I didn't hear what you said.
 Repeat, please?
 Could you repeat that, please?
 Can you repeat that, please?
 What did you say?
 Let me see if I understand. [rephrase what the other had said]
 I didn't understand that. Could you repeat it please
 Could you repeat that please? I didn't understand it very well.

Do - Have Done

I am fixing my car.
 I am having my car fixed.
 My sister is painting her house.
 My sister is having her house painted.

Asking permission

A) Can I take this chair?
 B) Yes, you can.
 A) Thank you.

A) Do you mind if I take this chair?
 B) Not at all.
 A) Thank you.

A) Do you mind if I open the window?
 B) Go ahead.
 A) [opens the window.]

A) Do you mind if I take this chair?
 B) Yes I do.
 A) Sorry, I'll look for an other one.

A) Do you mind if I open the window?
 B) Yes (,I do).
 A) I won't open it than.

Do you mind if ...?

Not at all.
Go ahead.
Feel free.
Be my guest.
That's OK.

Enfos