50 DAILY ENGLISH CONVERSATION

1. Greetings 2. Saying Goodbye 3. Making apologies 4. Introducing yourself & others 5. Thank you 6. Talking about time 7. Do you speak English? 8. Giving compliments 9. Making Complaints 10. Likes and dislikes 11. Certainty and Uncertainty 12. Making Complaints 13. Making Requests 14. Making Offers 12. Making Invitations 13. Making suggestions & giving advice 17. Expressing Sympathy 18. Asking for information 19. Guessing 20. Demanding explanations 21. Hopes and desires 22. Asking for Opinions 23. Giving Opinions 24. Making an Appointment 25. Fear and Anxiety 26. Making promises 27. Admitting mistakes 28. Expressing preferences 29. Expressing Cause and Effect 30. Talking about feelings 31. Making and Answering Phone Call 32. Making friends 33. Asking and giving directions 34. Talking about jobs and occupations 35. Agreeing and Disagreeing 36. Expressing Obligation 40. Expressing Maget 34. Talking about jobs and occupations 35. Agreeing and Disagreeing 36. Expressing Indifference 42. Talking about health and Illness 43. Ability 44. Giving good news 45. Giving bad news 46. Expre			
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How's your day? How's your day going?	How have you been?	What's new?	
	What's going on?	How are things?	
	How's your day?	How's your day go	ing?
	Good to see you.		

SPOKEN ENGLISH

1

Greeting someone you haven't	seen for a long ti	me.	
Long time no see.		lt's been a v	while.
It's been a long time.		lt's been su	ch a long time.
It's been too long.		I'm so happ	by to see you again.
Wow, it's so good to see you	again!	What have	you been up to?
Useful responses when greeting people		I'm doing very well, thank you. And you?	
I'm fine, thank you.			ks. How are you?
Not bad. You?		Couldn't be	e better? How about you?
Wonderful, thank you.			
2. Saying Goodbye			
Goodbye			
Bye	Bye for now!		See you!
See you soon!	See you later!		Talk to you later!
Catch up with you later.	I hope to see you	u soon.	See you next time.
I'm looking forward to seeing you soon.			It was nice meeting you.
It's been really nice knowing you.			It has been a pleasure, we'll speak
soon.			
It was really great to see you,	catch you later.		All the best, bye.
Take care!	Stay in touch.		I'm really going to miss you.
I've got to go now.			
3. Making apologies			
Apologies Expressions			
l'm sorry	I'm so sorry		I'm very sorry
I'm terribly sorry	Sorry, I didn't m	ean to do tha	it.
Sorry about that.	Can you forgive	me?	I apologize for
Please forgive me.	I owe you an apology. You can blame me for this.		You can blame me for this.
How should I apologize to ye	ou?nstitute f		l beg your pardon.
Sorry, it's my fault.	Sorry for keeping	g you waiting	3

Sorry, I'm late!

To accept an apology, you can use these sentences and expressions:

That's all right!	Don't worry about it.	Forget it!
No problem.	Never mind. It doesn't really	/ matter.
No big thing.	lt's not your fault.	Please don't blame yourself.
Think nothing of it.		

4. Introducing yourself and others

Introducing yourself

Hello. My name is	Hi. I'm	Nice to meet you. I'm
Pleased to meet you. I'm		It's a pleasure to see you. I'm
May I introduce myself? I'm		How do you do? My name is
Let me introduce myself. I'm		I'd like to introduce myself. I'm

SPOKEN ENGLISH

Introducing others:		
John, I'd like to introduce you	u to Mary	John, please meet Mary.
John, I'd like you to meet Mary.		John, have you met Mary?
John, let me introduce you to		John, this is Mary. Mary, this is John.
Useful responses when introdu		
Nice to meet you.		t's a pleasure to meet you.
Glad to meet you.	How do you do?	
5. Thank you		
Express thanks and gratitude:		
Thank you.	Thanks.	Thank you very much.
Thanks a lot!	Many thanks.	Sincerely thanks.
Thank you so much!	Thanks a million for your hel	
I really appreciate your help.	marks a minor for your net	You are so kind.
I don't know how to express	my thanks	
There are no words to show i		What you've done means a lot to me.
That's so kind of you.	You've made my day.	I owe you a great deal
Thank you from the bottom of		How can I ever possibly thank you?
Useful Responses:	in my near for every anng.	now can rever possibly mank you.
You're welcome!	It was my pleasure.	My pleasure.
Don't mention it.	Forget it.	No big deal.
It's was nothing.	Think nothing of it.	I'm glad that I can help you.
6. Talking about time	Think nothing of it.	i in gida that i can help you.
What time is it?	What's the time?	Could you tall me the time?
Do you know what time it is		Could you tell me the time?
Do you have free time this af		How long have you been waiting? What time can we meet?
What should we do to kill time?		It's ten o'clock.
It's midnight.	It's 6 A.M now.	See you at 8 P.M.
I can't tell you exactly what t		It's too late now.
My watch is stopped.	My watch is slow.	Don't waste your time doing nothing.
I didn't think it was so late.	We have plenty of time.	Give me a little more time.
It's time to leave.	It's almost time to go home.	Time went by so fast.
The supermarket opens at 9 a	0	The class starts at 8 in the morning.
	1.111.	The class starts at 6 in the morning.
7. Do you speak English?		
Can you speak English?	· г 1·1 2	
How long have you been learning English?		Could you speak up a little, please?
Could you please say that again?		Could you please repeat that? How do you pronounce this word?
	Would you mind spelling that for me?	
What do you mean by this?	adish?	I'm sorry, what do you mean?
What is this thing called in English? I speak a little English.		How many languages can you speak? I can speak English very well.
т эреак а нше спунзн.		i can speak Liighsii vely well.

Your English is excellent. I wish I could speak English fluently like you. Please speak slowly. Please repeat what you said. I'm afraid to speak English. Sorry, my English is not quite good. How often do you speak English? I can read English very well, but I can't speak. I would like to improve my English speaking. You have good pronunciation. 8. Giving compliments **Giving Compliments:** Good job! Well done! Fantastic! Perfect! That's great! Nice work! Excellent! That's really remarkable. Good grades! What a nice dress! You look great. This dish is delicious. You look very good in that suit. This tie looks nice on you. You have a nice voice. You look very handsome. I like your haircut. What a beautiful house! What a nice apartment! I really must express my admiration for your speech. **Receiving compliments:** It's very kind of you to say that. How kind of you to say so. It's nice of you to say so. Really? I'm not sure about that, actually. Thank you. Thanks a lot. I'm glad you like it. It was nothing really. I'm delighted to hear that. Thanks for your compliment. 9. Making Complaints Making a complaint I'm sorry to say this but... I hate to tell you but... I'm angry about... I have a complaint to make... There seems to be a problem with... I'm afraid there is a slight problem with... Sorry to bother you but... I'm not satisfied with... Wouldn't be a good idea to... There appears to be something wrong with... I was expecting... but... Sorry to bother you but... I want to complain about... I'm afraid I've got a complaint about... I have to make a complaint about... I don't understand why... Excuse me but there is a problem... Would you mind...? Accepting a complaint I'm so sorry, but this will never happen again. I'm sorry, we promise never to make the same mistake again. I can't tell you how sorry I am. I wish I never happened. **Rejecting a complaint** Sorry, there is nothing we can do about it. Sorry but it's not our fault. I'm afraid there isn't much we can do about it. 10. Likes and dislikes **Expressing Likes:** Llike... I love... I enjoy... Ladore... I'm mad about... I 'm crazy about...

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I'm keen on		
Examples:		
I like dogs.	I love cooking.	I enjoy playing football.
I'm crazy about pizza.	I'm fond of rock music.	Do you like tennis? Yes, I do.
Thi clazy about pizza.	Thirloha of fock masic.	Do you like termis: res, ruo.
Expressing dislikes:		
I don't like	I dislike	I hate
I can't bear	I can't stand	
Examples:		
I don't like him.	I can't stand these people.	I can't stand this smell.
I don't like washing dishes.	I hate going to the dentist.	
11. Certainty and Uncerta		
Asking for Certainty:		
Are you sure?	Are you sure about it?	Are you certain about it?
Do you think it is true?	Do you think so?	,
How sure are you?	,	
Expressing Certainty:		
Yes, I am certain.	I'm a hundred percent certai	n
I'm absolutely sure.	I have no doubt about it.	
I'm sure about it.	I don't think there can be any doubt about	
Of course.	l'm positive.	I'm quite sure about it.
I'm no doubt about it.	I'm absolutely certain that	
Expressing Uncertainty:		
I'm not sure about it.	I doubt it.	I'm not really sure about
I don't know for sure	It's very unlikely.	I have my own doubts.
I don't think so.	I don't believe this is true.	
There's some doubt in my m	ind that	I'm not a hundred percent sure.
I don't know yet Premier Institute for Foreign Languages		
12. Making Invitations		
Making invitations:		
Do you feel like going for a v	walk?	Do you want to go to the movies
tonight?		
Would you like to play cards	?	Would you like a cup of coffee?
What about a cup of tea?	I would like you to have lune	ch with us tomorrow.
Would you be interested in g	going to the movies tonight?	
		How about joining me for a walk?
I invite you to have breakfast	with me tomorrow morning.	
Accepting an Invitation:		
Thank you for your kind invi	tation.	I'd love to, thanks.
I'll be glad to do so.	Thanks, I'd like that very mu	ch.
That's a great idea.	Thanks for inviting me to dir	iner.

5

It's very nice of you. Sure. Thank you.	Many thanks for your kind	l invitation. I'll join you.
Refusing an Invitation:	With pleasure!	
I'm sorry to refuse your inv	vitation	I can't, sorry. I have to work.
Thanks for your invitation		I'm afraid I won't be able to come.
I'm afraid I am busy tomor	,	Sorry, I'd love to but I have an
appointment.	IOW.	Sorry, i'd love to but i have all
I really don't think I can, s	orny	
	it I can't accept your invitation	
13. Making Requests	it i can t accept your mynation	
Making requests:		
Will/Would/Can/Could yo	u plasca	Do you mind?
Do you think you could		Do you think it would be possible
to?	:	Do you tillik it would be possible
Would it be possible for ye	auto 2	Would there be any possibility of
Would it be possible for y		Would you mind?
Can/could you for me, p		Could you possibly
I'd appreciate it if you cou		Can/Could I ask you to?
You couldn't could you		Can/Could Fask you tos
Examples:		
Can you give me the book	2	Could you please take off your
raincoat?		Could you please take on your
Could you please take me	to the dentist?	
	the window for me, please? –	
Would you be kind enoug		
	ke me to the supermarket?	
Could I ask you to take me		
Can you tell me what hap	15	
Would you come to my bi		
Would it be possible for ye	, , ,	
Accepting Requests:		
Sure, I'd be glad to	I'd be happy to	Sure. Just a moment.
No problem.	Of course	Certainly.
All right.	Orcourse	Containity.
Refusing Requests:		
l'm sorry, l can't.	I'm sorry, but	I'd loved to, but
Sorry to say that	It sounds great, but	
14. Making Offers	it sounds great, but	
Ũ		
Making Offers: Can I?	Shall I 2	Mould you like me to de
	Shall I?	Would you like me to(do
something)?		

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Would you like...(something)? Do you want...(something)? Let me...(do something) I'd be happy to...(do something) I will...If you'd like

Examples:

Would you like something to drink? Can I help you? Can I give you a hand? Would you like me to answer the phone? Do you want me to turn down the TV? May I offer you a cup of coffee.

Accepting Offers:

Yes, I'd love to. Yes, please.

Yes please, that would be lovely.

That's very kind of you. That sounds nice.

Refusing Offers:

No, thanks. It's Ok. I can do it myself. Thank you for your kindness but I can do it myself. I appreciate that but I can do it myself.

15. Asking and Giving Permission

Asking for permission:

Can I use your pen, please? Can I sit here? Can I ask you a guestion? May I use your computer? Can I take a look at your book?

Do you mind if I use your phone?

window?

If you don't mind, I'd like to smoke.

I wonder if I could borrow your car for a few days.

Would it be all right if I borrowed your phone?

Giving permission:

Sure. No problem. Sure, go ahead. Please feel free. I don't mind. Yes, you can. **Refusing permission:** I'm afraid not. I'm afraid, but you can't. I'm sorry, but that's not possible. You couldn't do that. No, you cannot. Sorry, you are not permitted. 16. Making suggestions and giving advice Making suggestions and giving advice: You should try to learn English everyday. I think you should go home early.

Why don't you join an English club?

Let's have dinner together.

You'd better wake up early.

What about having a cup of coffee with me?

How about going to the cinema? Don't you think it would be a good idea to have a picnic this Sunday.

Do you want me to...(do something)? I can...If you'd like May I offer you... (something)?

Would you like me to open the door? Let me help you. Do you want some more tea? I'd happy to take you to the airport.

Yes. That would be great. Yes, If you wouldn't mind. Thank you. I'd like to.

Don't worry. I can do it.

Is it okay if I sit here? May I come in? Do you mind if I turn down the TV? Would you mind if I opened the

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If I were you, I'd call her.		I suggest that you take a nap.
You may want to try on this T-shirt.		
Perhaps you could take an u		
I strongly advise you to do m	nore work out.	
I recommend that you get so		
It's better for you to sleep a l	ittle more.	
Accepting Suggestions:		
Thanks, I'll do it.	It sounds good.	That sounds like a good idea.
Thanks. It's a good suggestio	n.	I think you're right.
Why didn't I think of that?		
Refusing suggestions:		
No, I'd rather not.	I don't think so.	I don't feel like it.
No, I don't this it's a good id	ea.	What a bad idea!
17. Expressing Sympathy		
Expressing sympathy:		
That's too bad.	That's so sad.	I'm sorry. What bad luck!
I hope things get better soon	. It would be OK soon.	I hope you feel better soon.
What a pity!	Oh, that's terrible.	Be patient, it would be better soon.
I can't tell you how sorry I a	n.	Oh, I am sorry to hear that .
I know how it feels.	I take my sympathy to you.	You must be very upset about it.
I sympathize with your cond	ition.	
Responding:		
It's very kind of you.	Thank you very much.	It would be Ok, thanks.
Thanks for your sympathy.	Thanks for your support.	
18. Asking for informatio		
Asking for Information:		
Could you tell me how to ge	t to the bus station?	
Do you know that old man?		Do you know how much is this car
costs?		
Do you happen to know wh	ere to buy an umbrella?	Can you tell me what the time is?
I'd like to know your name.	I'd like to know what you th	ink about this idea.
I wonder if you could tell me	e why the meeting was cancele	ed?
Do you have any idea how t	o use this machine?	
Could you find out where sh	e lives?	I'm looking for a book about
gardening.		
19. Guessing		
-		

It looks like you're new here.

It looks like you don't know what happened. I'd say it's over 9 A.M now. Perhaps she knows the answer. If I had to take a guess, I'd say he's 40.

20. Demanding explanations

Can you explain why you was so late?

How come it has taken you so long to reply to my email? I don't understand why you never finished the work on time. Can you tell me why you didn't attend the meeting this morning? Why is it that you didn't tell the true? Do you expect me to believe you did this by yourself?

21. Hopes and desires

I hope to see you soon.

Let's hope he will get better soon.

Hopefully, it'll be sunny tomorrow.

show.

I wish it would stop raining.

time.

With any luck, she will go home early tonight. I want to be a doctor.

What I really want is to have an apartment.

22. Asking for Opinions

What do you think about this problem?

What do you think of my new house?

How do you feel about that?

Do you have any idea?

matter?

What's your view?

Please tell me your opinion on this subject.

Can you give me your thoughts on the report?

What are your feelings about his behavior?

matter.

23. Giving Opinions

Expressing opinions:

I think we need to buy a house.

In my opinion, this is the best website for learning Spoken English.

I don't think we should get a new car.

From my point of view, she is the best student in the class.

As far as I'm concerned, this T-shirt doesn't suit you.

My personal view is that he is a liar.

In my point of view, this is the most beautiful island on earth.

It seems to me that we get lost.

I personally believe we're in the right way.

This is absolutely right. I couldn't agree more.

To my mind, it's the right thing to do. Agreeing with an opinion: I completely agree with you.

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I believe things will get better. I keep hoping that she will win the

If we're lucky, we'll arrive there on

I would like to buy a new car.

Do you have any thoughts on that? What is your opinion? Do you have any opinion on this

What is your opinion about that?

I'd like to hear your views on this

Personally, I think you're right.

I agree with this opinion.

Disagreeing with an opinion:

I don't agree with you. I think you're wrong. I don't think so. I'm afraid I can't agree with you.

24. Making an Appointment

Making Appointment:

Can we meet on the 14th?Can we meet next Friday?Are you available on the 14th?Are you free next week?Let's meet this evening.When can I talk to you?Can I meet you tomorrow afternoon?How about tomorrow afternoon?Is next Monday convenient for you?Do you have any time available this week?When would be a good time to meet you?Would today evening be all right?Can you give me an appointment on Sunday?Ker you available this week?

Accepting an appointment:

Sure. I'll come.	Yes, Sunday is fine.	Friday would be perfect.
I'll be there at that time.	Canceling/rejecting an appo	pintment:
Sorry. I have another appoint	tment at that time.	l'm sorry. I can't come.
I'm afraid I can't on the 14th		
I'm sorry, I won't be able to	make it on Sunday.	Sorry. I don't think I can make it.

I'm scared of snakes.

I'm worried about her health.

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I am terrified.

25. Fear and Anxiety

Are you afraid of the dark?

I'm afraid of being alone at night.

I'm frightened of spiders.

I get scared very easily.

I was terrified when I heard the noise outside.

Useful Responses:

Don't be afraid. It's not a big deal. It is nothing. There is nothing to be afraid of. **Strutter of Foreig** Take is easy. **Tages** Calm down.

26. Making promises

Making promises:

I promise that I will fir	hish the job on time.	I promise you that that's the truth.
I swear I will never lea	ave you.	I swear I won't let you down.
I assure you that I will	return the book tomorrow morning.	
I assure you that I will	be there on time.	
Believe me, I won't make you disappointed.		Trust me, I can do it.
Useful Responses:		
Thank you.	I believe you.	All right. Keep your promise.
I hope you will keep y	our words.	Just let the time answer it.

27. Admitting mistakes

Admitting mistakes:

I have to admit that I was wrong.

I shouldn't be like this.

I'm fully responsible for this matter.

It's my mistakes. Forgive me.

I was the one to blame.

I'm sorry. I shouldn't have done that.

Useful responses:

Don't mention it.	Let it go.
Just take it easy.	Don't do it again.
That would be okay.	Don't worry about it.

28. Expressing preferences

Questions about preferences:

Which do you prefer, football or volleyball? coffee?

Do you prefer hot coffee or ice coffee? Would you prefer to go for a walk or see a movie? Would you rather have dinner with me?

Expressing Preferences:

I prefer tea to coffee.

I like tea better than coffee.

I prefer jogging to running.

I'd prefer living in a city to living in the country.

I'd rather stay at home than go out.

walk.

I'd rather play football than golf.

29. Expressing Cause and Effect itute for Foreign Languages

I help you because I like you.

I study hard because I want to pass the exam.

We have to go home since we have no idea where to go next.

You need to hurry up since it's very late now.

I can't run fast as I'm too fat.

I love you, so I will do everything to make you happy.

I didn't eat anything, so I'm very hungry now.

We had to cancel the picnic because of bad weather.

I did it because of you.

I can't go out as it's raining.

The flight was canceled due to the

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storm.

I came home late due to the traffic jam.

He didn't work hard. As a result, he was fired.

I was busy this evening. Therefore, I couldn't come to your party.

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I admit what I've done is wrong. Sorry. I know this was my fault. I have made a mistake. Yes, I take the blame.

I never intended it that way.

That's fine. Forget it. It doesn't matter. It's okay

Which do you like better, tea or

I'd prefer to have some water. I prefer reading books.

I would rather go home. I'd rather take a nap than go for a

Thanks to his hard work, he got a raise.

30. Talking about feelings

Asking about Feelings: Is everything alright? How are you feeling? Are you Ok? What's wrong? What's the matter? Do you want to talk about it? **Expressing Feelings:** I'm very happy right now. I don't think I can be any happier right now. I feel a little sad. It's been a difficult day. He made her very angry. I 've been in a bad mood all day. I'm mad at his behavior. Depressed today. You seem a little blue today. I've got a headache and I feel terrible. 31. Making and Answering Phone Call Can I speak to John, please? I'd like to speak to John. I'll put you through. Hold the line, please. I'll connect you now. I'm sorry, he's on another call Please call back later. I'm sorry, he's not available at the moment. Could you ask him to call me? Would you like to leave a message? Who's speaking? Who's calling, please? Could I ask who's calling? Can I have your name, please? Who am I talking to? It's Mary speaking. Is it convenient to talk at the moment? Sorry, you must have the wrong number. Sorry. I think you've dialed the wrong number. Hang on for a moment. I'm about to run out of credit. What number can I reach you at? Who do you want to talk to? Hold the line, please. I've got a very weak signal. Can you hear me OK? Could you please speak up? Sorry. I didn't catch that. Could you say it again, please? CON LANGUAGES **32.** Making friends

It's nice to meet you.

What's your name?	l'm John.
Where are you from?	I'm from the U.S.
I'm on holiday.	What's your phone number?
May I have your address?	Are you on Facebook?
l live on my own.	I live with my friends.
l′m 30.	When's your birthday?

I'm sorry, I didn't catch your name. What brings you here? Could I take your phone number? Who do you live with? How old are you? It's 16th June.

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33. Asking and giving directions

Asking directions

Excuse me, do you know where the bookstore is? How can I get to the train station from here?

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Excuse me, could you tell me how to get to the bus station? Can you show me the way to the post office? Excuse me, where is the hospital? What's the best way to get to the airport? How far is it to the stadium from here? Is this the way to the police station? Can you give me directions to the gas station?

Can you show me on the map? What's the fastest way to the airport? What street is this? Is there a supermarket near here?

34. Talking about jobs and occupations

What do you do?

What do you do for a living?	l've got a part-time job.	Where do you work?
I work from home.	I work in a factory.	What is your occupation?
I work as a doctor.	I'm looking for a job.	I'm a teacher.
I'm not working at the moment.		I'm unemployed.
I do the paperwork.		I have my own business.
Do like your job?		

35. Agreeing and Disagreeing

Agreeing:

I completely agree.	You're absolutely right.	I agree with you entirely.
I totally agree with you.	I couldn't agree more.	Exactly.
Absolutely!	You're right.	Me too!
l agree.	I see exactly what you mean!	That's exactly what I think.
There is no doubt about it.		
Partly agreeing:		
I agree up to a point, but	That's partly true, but	That may be true, but
I see your point, but	l guess so, but	That seems obvious, but
I'm not so sure about that.		

Disagreeing:

I don't agree!	I don't agree with you.	I totally disagree!
I'm sorry, but I disagree.	Absolutely not!	I'm afraid I can't agree with you.
That's not right!	That's not always true.	I don't think so.
No, that's not true.	No way!	

36. Checking for Understanding-Asking for Clarification

Checking for Understanding:

Do you understand?	Are you following me?	Do you understand what I mean?
Do you understand what I'm saying?		Any questions?
Got it?		
Expressing lack of understand	ing:	
l don't get it.		Sorry, I didn't get your point.
What do you mean?		l'm not sure I got your point.
I beg your pardon, but I dor	n't quite understand.	I don't quite follow you.
l'm sorry. I don't understand	d what you mean.	Sorry, I didn't quite hear what you said.

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Asking for clarification: Could you clarify that, please? Could you explain that, please? What do you mean by that? Could you say that again, please? Could you repeat, please? Could you put it differently, please? **Clarifying:** Sorry, let me explain... Let me clarify it for you... To put it differently... Let me put it in another way... Showing Understanding: Lunderstand. I see. I got it. I understand what you mean. Ok, I got what you mean. 37. Expressing Regret I wish/If only + Past perfect I wish I had come to your party! I wish I had worked harder. If only I hadn't eaten so much. If only I had driven more carefully. I should have (not) + Past Participle I should have come to your party. I should have worked harder. I should haven't eaten so much. I should have driven more carefully. I regret + Noun/V-ing I regret not coming to your party. I regret not working harder. I regret eating so much. I regret leaving you alone. I regret the things I didn't do when I had the chance. **38.** Congratulations and Best Wishes **Expressing Congratulations:** Congratulations! Well done! Great! Please accept my warmest congratulations... Let me offer you my congratulations. I'd like to congratulate you on ... Let me congratulate you on. .. Congratulations on your promotion! Congratulations! You deserve it! Congratulations on your graduation! That was excellent. Congratulations! If the for Foreign Languages Good wishes: Best wishes! Best wishes on your new job! Best of luck! Good luck to you! All the best... Wish you a happy married life. **Useful Responses:** Thanks a million. Thanks. Thanks so much. Thanks a lot. Thank you for your kindness. It's very kind of you. It's very nice of you. Thanks for your support. Thanks for your kind words. **39. Expressing Obligation** Asking whether you or others have an obligation to do or not: Do I have to do it now? Do I need to leave her a message? Must I accept the request? I don't have to attend the meeting, do I?

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Do you have to get to the office so early? Are you expected to finish the job by tomorrow? Is it necessary for me to go with them?

Expressing obligation:

I must tell them the true.

you.

I have to send the report today.

I have to go now.

airport.

It is necessary that you follow this guideline. I can't avoid it.

table.

It's my duty to do it.

40. Expressing Indifference

Who cares! I don't mind. It makes no difference to me. It doesn't matter to me. It's all the same to me. It's your decision. Do as you like. You can say whatever you like.

41. Interrupting people

Excuse me for interrupting, but...

Sorry for interrupting but.... May I say something here? Just a moment, I'd like to.... I don't mean to intrude, but ... Excuse me, but...

me.

Must you work so hard?

I must do everything I can to help

I have to be there by tomorrow. I'll have to pick her up from the

I can't refuse to do that. It is my responsibility to clear the

I have no other choice.

I don't care! I don't mind whatever you do. Do what you like. I don't care. So what? Why should I care? I wouldn't mind. Whatever you want. I couldn't care less.

May I interrupt for a minute? Can I stop you there for a moment? Sorry, Could I just mention that... May I have a word? Do you mind if I interrupt you?

Sorry, I didn't catch that, is it possible to repeat the last point?

While that is an important point, it's also important to add...

If you don't mind, I'd like to mention something.

Sorry to butt in, but may I just ask...

Before we move on to the next point, may I add ...?

Before you move on, I'd like to say something.

Do you mind if I jump in here?

Can I just add something here?

42. Talking about health and Illness

Asking about health:

What's the problem?

If I could just come in here. I think

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What are your symptoms?

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How are you feeling today?		Are you feeling any better?
Do you have any allergies?		How long have you been feeling like
		this?
Do you have any medicine to	o take?	
Talking about general illness:		
I've got a slight headache.		I've got a sore throat.
I have a high blood pressure.		I have pain in my back.
I'm in a lot of pain.		My head is spinning.
I'm having difficulty breathing		I have a stomach ache.
I'm not sleeping very well at	the moment.	I'm not feeling very well.
43. Ability		
Asking about ability:		
Can you lift this table?	Can you speak English?	Can you help me?
Can you play the piano?	Will you able to come to my	birthday party this weekend?
Are you able to go out with n	ne tonight?	
Expressing ability:		
I can speak 5 languages.	I can swim 2 kilometers.	I can't help you.
I won't be able to come to yo	our birthday party.	I will be able to see you next week.
When I finish this course, I w	ill be able to find a good job.	
When I was a child I could p	lay football very well.	I was not able to visit him yesterday.
44. Giving good news		
Giving good news:		
I've got some good news for	you	I've got a bit of good news for you
I'm really pleased to tell you		I'm really happy to inform you that
I have some amazing news for you		
Are you ready for this? I've go	ot some great news for you	
	Institute for Forei	
Responding to good news:		
I'm so glad to hear that!	That's great!	Sounds great!
That's wonderful!	Incredible!	Wonderful! Thank you for sharing.
Really? Are you serious?	I can't believe that!	
45. Giving bad news		
Giving bad news:		
I'm afraid I've got some bad news for you		I'm so sorry but
I'm sorry to have to tell you that		
I know this isn't what you want to hear but		I'm afraid to inform you of
It is my unfortunate duty to tell you that		I really feel bad to have to say this,
but		
I really don't know how to sa	y it, but	

Responding to bad news:

Responding to bad news:		
I'm sorry to hear that		You must be feeling terrible
That's awful!	Too bad!	Poor you!
Please, accept my deepest sy	mpathy.	Anytime you need to talk, just call
		me
If there's anything I can do, ju	ust let me know	
46. Expressing Disappoint	ment	
That's too bad.		
How disappointing!	That's so disappointing!	Oh no, what a shame!
lt's a great shame.	It's a little bit disappointing, i	sn't it!
It didn't live up to my expect	ations.	What a pity!
What a letdown!	What a bummer!	That's a nuisance!
I thought you could do better		
I've never been so disappoint	ted in my life.	
It wasn't as good as I thought	it would be.	
47. Asking and Giving Instructi	ons	
Asking for Instructions:		
How do I?	Can you show me how to?	Do you know how to?
How do I go about?	What do you suggest?	What is the first step?
What is the best way to?		
Giving instructions:		
First, you	Then, you	Next, you
Lastly, you		
Starting out:		
The first thing you do is	Before you begin, (you shoul	d)
The best place to begin is	I would start by	
After that,	The next step is to	The next thing you do is
Once you've done that, then		When you finish that, then
Finishing:		
The last step is	The last thing you do is	In the end,
When you've finished,	When you've completed all t	he steps,
48. Expressing Prohibition	1	
It is forbidden to		
You are not allowed to	You are not permitted to	It is prohibited to
You must not	You are not to	You can't
Examples:		
You are not allowed to smoke in this area.		It is forbidden to swim here.
You are not to feed the animation	als.	It is prohibited to walk on the grass.

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You must not tell anyone about it. open.

You are not permitted to be late.

49. Expressing Shock

I was shocked to hear...

We're all in complete shock. I was stunned by... That's the last thing I expected. I'd never have guessed.

50. Blaming and Accusing

Expressions of Blaming Someone:

It's your fault. It's your mistake. How could you do such a thing? What on earth were you thinking?

I think you are the one who could have done it.

Expressions of Accusing Someone:

It must have been you who did it.

I think you're the only person who could have done it.

You must be doing something wrong.

Accepting blaming and accusing:

I'm sorry. It's my fault.

I'm really sorry. I didn't mean to.

It's my responsibility. I'm sorry.

Refusing blaming and accusing:

It's not true. I didn't do it. It's not my fault. You're wrong. It wasn't me. Who could have predicted it? The news came as a complete shock. You're kidding! Oh, my god! Really?

I can't believe that you did it. Are you out of your mind? I think you are the one to blame.

I'm sorry for the things I've done. Sorry for my fault. You're right! It's my fault. I'm sorry.

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I'm not the one to blame.



