

# Functional language bank

This functional language bank contains all of the useful expressions found on the Speaking and Writing pages of the Elementary, Pre-Intermediate and Intermediate Student's Books.

## Classroom language

### Instructions (affirmative)

Sit down, please.  
Open your book at page 22.  
Answer the questions.

### Instructions (negative)

Don't use your mobile phone in class.  
Don't write in your textbook.

### Asking for help

Sorry, I don't understand.  
Can you say that again, please?  
How do you say that in English?

## Requests with *can* and *could*

### Requests

Can you help me, please?  
Could you buy me a new calculator?

### Responses to requests

Sure. No problem.  
Yes, of course.

## Asking for and giving directions

### Asking for directions

Excuse me. Where's the park?  
How do you get to South Park, please?  
Which way is the ... ?  
Could you tell us / me how to get to ... ?  
Do you know how to get to ... ?  
Can you help us?  
We're looking for ...

### Giving directions

Cross the road.  
Take the second road on the left.  
Go straight on.  
At the cinema, turn right into Friday Street.  
The park is on the left, opposite the theatre.  
Go along this road, towards / away from the ...  
Then walk past the ...  
Turn right / left into ...  
It's the first / second / third road ...  
When you reach the end of ... , you'll see ...  
It's very near here.  
When you get to ... , turn right / left.

### Asking for repetition

Sorry, I didn't get that.  
Could you say that again?  
Sorry, I'm not sure I understood. Could you repeat that, please?

## Making suggestions

### Making suggestions

How about minigolf?  
Why don't we go horse riding?  
What about going to the skateboarding park?  
I'd prefer to go on the climbing wall.

### Responding to suggestions

Sorry, I'd rather not.  
Good idea!  
That sounds great.

## Ordering food

### Waiter

Are you ready to order?  
Would you like a starter?  
What would you like for your main course?  
Would you like anything to drink?  
Any dessert for you, sir?

### Customer

I'd like some tomato soup.  
Can I have a glass of orange juice, please?  
Can we see the menu, please?  
Here you are.  
No, I'm fine, thanks.

## Buying clothes

### Sales assistant

Can I help you?  
Do you need any help?  
What size are you?  
The changing room's over there.  
We have it in blue, green or pink.  
Here you are.  
It's half price this week. So it's only £12.  
I'm afraid not.

### Customer

I'm looking for some black jeans.  
How much are they?  
Can I try them on, please?  
They're too small. Have you got a bigger size?  
Does this scarf come in a different colour?  
Could I see the pink one, please?  
How much does it cost?

# Functional language bank

## Talking about illness

### Asking about someone's health

What's the problem?

You don't look very well. Are you OK?

Do you feel sick?

Are you worried about anything?

### Describing problems

I've got a really bad headache.

I can't sleep at night.

I feel really dizzy.

I've got a bad sore throat.

### Giving advice

Try to relax.

Don't think about school work or exams before bedtime.

You should sit down.

You should raise your feet.

I think you should see a doctor.

## Talking about your weekend

### Asking about someone's weekend

How was your weekend?

What about your weekend?

Did you have a good time?

### Responding

It was fantastic, thanks.

It was a disaster!

It was great.

It was brilliant.

### Expressing interest

That sounds fun.

Wow! Lucky you!

Really?

How brilliant.

### Expressing sympathy

Bad luck?

Oh no! Poor you!

That's a shame.

## Talking on the phone

### Giving / Asking for your name

Is that Sarah?

Who's calling please?

It's Jack.

This is Tessa Grey.

### Asking to speak to someone

Can I speak to Sarah, please?

Could you put me through to Mr Harris, please?

## Apologising

I'm sorry, she's not here.

I'm afraid Mr Harris isn't at his desk.

## Offering to give a message

Do you want to leave a message?

I'll tell her you called.

Can I take a message?

## Asking for personal information

### Asking for personal information

How do you know ... ?

Where are you from?

What's it like there?

What do you think of ... ?

What do you do ... ?

Are you into ... ?

What about you?

Have you got any ... ?

Are you good at ... ?

## Reacting

Me neither,

Really?

It's very different from ...

Actually, I love it.

I usually ...

Yes, I am. That sounds great.

I'm not bad.

Me too!

## Talking about similarities and differences

(We) have a lot in common.

(We're) both (keen on ...).

Neither of us (likes ...).

(Many things are) similar.

(The subjects) are like (the subjects I study at home).

(Other things are) different.

(It's warm and sunny,) in contrast to (England).

(The language) is not the same.

(Helen is quite shy –) unlike (me).

(We) have nothing in common.

(The people are) different from (people in Australia).

(Other things are) the same.

(Food is) the same as (the food at home).

(School is) similar to (Australian schools).

(It's) just like (home).

## Inviting

### Inviting

Do you want to come?  
Would you like to come with me?  
Why don't you come with us?  
What about (8.30) then, (in the park).

### Responding

That's a good idea.  
Thanks, but I'm busy.  
Oh, that's a shame.  
Really?  
What time are you meeting?  
I can't make it at (six).  
That sounds great. See you there!

### Keeping a conversation going

What do you think?  
They've got ... , right?  
Where's that?  
Are a lot of people going?

## Asking permission

### Asking permission

Could I (use a dictionary), please?  
Can I please (borrow your T-shirt)?  
Is it OK if I use ... ?  
Is it all right if I stay ... ?  
Could I have my (pocket money)?  
Do you mind if I go?

### Responding

Of course you can.  
Sure, no problem.  
Here, go ahead.  
That depends.  
Thanks, (Joel), that's helpful.  
I'm afraid not.

## Making offers and suggestions

### Making offers

Can I help you?  
Do you want me to ... ?  
I'll meet you at one o'clock.  
I'll help you look for it.

### Making suggestions

Why don't you ... ?  
What / How about going ... ?  
Why don't we get the bus instead?

### Responding to offers

It's OK. I'm just looking.  
That'd be great, but are you sure?  
Thanks, that's really kind.

## Responding to suggestions

Sorry, I can't.  
I don't know if I can.  
All right then.  
Sounds like a good idea.

## Asking for and giving advice

### Asking for advice

What do you think I should do?  
What's your advice?  
Should I ... ?  
What else would you advise?

### Giving advice

You ought to ... .  
Maybe it's a good idea to ... .  
If I were you, I'd ... .  
I think you should ... .  
Why don't you ... ?

### Responding to advice

I can't, because ... .  
That's not a bad idea.  
That's a good idea.  
I don't know about that.  
Thanks for the advice.

## Expressing and justifying opinions

### Expressing opinions

For me, ... .  
In my view, ... .  
It seems to me that ... .  
In my opinion, ... .

### Justifying opinions

The reason I say that is ... .  
You can't deny that ... .

### Conversation fillers

Basically, ... .  
Well, ... .  
You know, ... .

## Persuading, agreeing and disagreeing

### Persuading

I think you'll enjoy it.  
You won't be disappointed.  
You've got nothing to lose.  
You'll be glad you did.  
Let's ... .

### Agreeing

I suppose so.  
I don't know what you mean.  
I really don't mind.  
Perhaps you're right.  
OK, good idea.

# Functional language bank

## Disagreeing

I don't think so.  
I'm not sure about that.  
Sorry, I don't agree.

## Speculating

### Speculating

#### Modal verbs

He might be in his thirties.  
He might understand us better.  
She must be nearly two metres tall.

#### seem

Does he seem nice?  
He seems really easy-going.

#### look / look like / look as if

He looks younger than I expected.  
He doesn't look like a typical head teacher.  
She looks as if she's an Olympic athlete.  
He could be the new school secretary.  
This guy looks nothing like him.  
This one looks much older than that.  
He can't be.

## Persuading and negotiating

### Persuading and negotiating

If you ... , I'll give you ...  
You've got nothing to lose.  
That sounds interesting, but ...  
I'm not so sure ... I still think ...  
You won't be disappointed.  
I still think we should ...  
Why don't we ... ?  
... don't you agree?

### Reaching agreement

Well, you've persuaded me.  
OK, let's go for it.

## Giving and reacting to news

### Giving news

You'll never guess what!  
I've got bad news.  
I've got some good news.  
Have you heard about ... ?  
I was just talking to Stanley, and he said that ...  
There's some exciting / bad news about ...  
It said on TV / the radio / the internet that ...

## Reacting to good news

Cool!  
Lucky ... !  
How wonderful!  
Really? That's fantastic news!  
What a brilliant thing to happen!  
Well done!  
You're kidding!  
That's great news!  
Fantastic news!  
You deserve it.  
I'm really happy for you.  
Congratulations! Well done!

## Reacting to bad news

Poor ... !  
What a dreadful thing to happen!  
What a shame!  
I'm sorry to hear that.  
You must be feeling upset.  
Come on, cheer up.  
It's not the end of the world.  
Try to look on the bright side.

## Exclamations

Oh no!  
How awful!  
How terrible!  
How exciting!  
What rubbish!

## Asking for and expressing opinions

### Asking for opinions

What do you think?  
What do you reckon?  
What's your view on this?  
If you want my opinion, ...

### Expressing opinions

Well, if you ask me, I think ...  
As far as I'm concerned, ...  
It would be a good idea to ...  
In my opinion ...  
To tell you the truth, ...

### Reacting to opinions and suggestions

I'm not so sure (it is a bad idea).  
That's just what I was thinking.  
That's a great idea.  
I agree with you about that.  
I take your point, but ...  
I see what you're saying, but ...

## Apologizing and accepting apologies

### Apologies

#### Informal apologies

I'm very / so / really sorry.  
I'm sorry. I didn't mean to.  
Please forgive me.  
I feel really bad about it.

#### Formal apologies

I (do) apologize for ...  
I'd like to apologize for ...  
Please accept our apologies.  
We regret to inform you that ...  
It was very inconsiderate of me.

### Accepting apologies

#### Accepting informal apologies

That's OK.  
It (really) doesn't matter.  
Don't worry about it.  
Never mind.

#### Accepting formal apologies

That's quite alright.  
Let's say no more about it.

### Showing the speaker you are not happy

Don't let it happen again.  
You've really let me down.  
I didn't expect that from you.

## Talking about photos

### Locating

in the background  
in the foreground  
in front of  
on the right / left  
next to  
That's (my cousin) on the left.  
(My friends Liz and Dora are) just behind us.

### Describing

I can see that it's ...  
It shows ...  
In this photo, there is / are ...

### Speculating

Judging by his face, ...  
He does look a bit ...  
It looks like it was ...

## Expressing contrast

Making contrasts between two points in the same sentence:

... shoppers have more choice, but you have to decide ...  
... it might be more expensive, whereas the other shops look cheaper.  
Although the shop ... I prefer the shops in the photo because ...

Starting sentences or making a contrast with a sentence before:

I shop in places like in the third photo; on the other hand. It's good to ...  
But, if I were buying a present ...  
The shops in photo two look quite cheap. In contrast, the shop in photo one looks expensive.

## Complaining and asking people to do things

### Complaining

I'm sorry to bother you, but ...  
I'm afraid there's a slight problem.  
Excuse me, I've been waiting ...  
I'm really not happy about ...  
I'm not satisfied with ...  
I'd like to make a complaint about ...

### Asking people to do things

Could you possibly ... ?  
Do you mind (+ -ing) ... ?  
Would you mind (+ -ing) ... ?  
Can you ... ?  
I wonder if you could ... ?  
I'd be grateful if you could ...

## Giving presentations

### Introducing a topic

I'd like to talk to you today about ...  
I'm going to look briefly at ...  
In this presentation, my subject will be ...

### Sequencing events

I'll begin by telling you ...  
Moving on to ...  
Let's begin by ...  
Now let's look at ...

### Giving an example

To give you an example ...  
To illustrate this point ...  
A good example of this is ...

### Concluding

So, to conclude, ...  
Finally, to sum up ...  
In conclusion ...

## Asking for instructions, explanations and clarification

### Asking for instructions

How do I do that?  
How does it work?  
What do I do next?

### Giving instructions

Could you switch it on, please?  
Now select the 'settings' option.  
First, switch it on.  
Then, choose ...  
Just turn it to ...

### Asking for repetition or clarification

Sorry, could you say that again, please?  
I don't quite follow you.  
I'm not quite sure ...  
I'm sorry, I didn't quite catch that.

### Giving clarification

Let me put it another way.  
What I mean is ...

### Checking that the listener understands

Do you see what I mean?  
Is everything clear so far?

### Confirming understanding

I understand you, but ...  
Right, I've got that.  
Yes, that's quite clear, thanks.  
Well, that's easy.

## Debating

### Agreeing

I think (Jessica) is absolutely right.  
I agree with (Jessica).  
That's a good point.  
That's so true.

### Disagreeing

That's not always the case.  
I totally disagree with Tracy about ...  
I'd say the exact opposite.  
Not necessarily.

### Interrupting

Could I just interrupt here?  
Can I add something here?  
Sorry to interrupt, but ...

### Encouraging

Tracy, would you like to add anything?  
Do you have anything to say about this?

## Narrative adverbs

immediately  
at first  
suddenly  
soon  
at last

## Abbreviations

e.g.  
tel.  
esp.  
St.  
etc.  
RSVP  
asap  
PS  
NB

## Adverbs of degree

**a little:** a bit, rather, not very, slightly  
**a lot:** incredibly, very, really, extremely, quite

## Expressing addition

(He's) also broken many records.  
(He's made a lot of money for charity,) too.  
What's more, (she is a very brave person).  
In addition, (she was a really good player)!  
(People sometimes ignore you) as well.

## Expressing contrast

However, (I think that school uniforms are a necessary part of life).  
On the one hand, (some people argue that school uniforms are boring).  
(Everyone looks the same in a uniform, and you can't express yourself), but (your clothes are only one way of saying who you are).  
On the other hand, (school uniform can save parents money).  
Although (children might still get bullied for other reasons, they won't get bullied for their clothes).  
(I think that school uniforms are a good idea,) although (they are expensive for some people).



## Functional language bank

### Expressing reason and result

(It would be cool to stay with an English family) because  
(I could practise my English with them).

(I'm allergic to milk,) so I mustn't eat things like cheese  
and ice cream.

As (I'm on holiday, I can't do either of your four-week  
courses).

Since (my cousins live in Morsham, I have the choice of  
staying at their house).

Therefore (I would like to work on my writing skills).

As a result, (I would be very grateful if you could reply as  
soon as possible).

### Introducing examples and conclusions

For instance,

For example,

such as

To conclude,

To summarize,

In conclusion,

To sum up,

All things considered,

### Expressing sequence

First

In the beginning

First of all

After a while

After that

Then

Later

In the end

Last of all

Finally

### Position

at the back / front

in front of

in the middle of

to the left / right of

on the right / left

in the top / bottom / right-hand / left-hand / corner

in the foreground / background

behind

### Ordering events in a story

That's when ...

By the time ... ,

After a while

(...) when (...)

Suddenly, ...

Some time ago, ...

While ...

At first, ...

Eventually ...

### Introducing arguments and giving opinions

#### Introducing arguments

The main argument for / against is ... .

First of all, ... .

It is also important to note that ... .

My first reason for ... .

Another argument for ... .

My final point is ... .

#### Giving opinions

My point of view is that ... .

To my mind, ... .

In my opinion, ... .

I am convinced that ... .

I feel that ... .

I believe that ... .