

MODUL AJAR



BAHASA INGGRIS II

Oleh:

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Praise to the Almighty God by saying Alhamdulillah rabbil'alamin for his blessing giving the writers favour to finish writing MODUL for Bahasa Inggris II. The text remains a developmental skills text for students of English as second or foreign language. While focusing on English speaking activity, it promotes the development of all language skills in variety ways.

As in the original edition, this modul provides readers especially students, with much carefully controlled and integrated understanding about kinds of Expressions in speaking accompanied by explanations and are intended to be easily understood by the students. It is quite important to recognize it in English. Each types of expressions has its own function in constructing a sentence..

Some of the exercises have a straightforward, controlled concentration on form and meaning. These are followed by other complicated and challenging exercises that engender creative, independent use of target structures. The exercise contexts are relevant to the students' concerns, daily lives, and life experiences. Items in the exercises are variously designed to encourage students to talk about themselves and their activities, to promote vocabulary development, to be informative and to stimulate short discussions on a variety of topics.

Finally, the writer would like to acknowledge her greatdebt to all of people who have given invaluable contribution from early first drafts of a majority of the chapters. Million thanks are to be adressed to those who have taken a part in improving the content of this text modul. May Allah bless them all. The witer would also like to express thanks and ask permission to the experts whose ideas are quoted , pharaprased, and summarized to construct this course modul. Without their brilians ideas, this book cannot be completed.

This is the best work that the writers can do. However, comments, suggestions and criticisms are truly invited to improve the content of this text book.

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The writer

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BIBLIOGRAPHY

1. How to Start and End a Conversation in English

a. How to start a conversation in English

Do you have difficulty speaking English? Sometimes the hardest part is simply starting a conversation. Learn these expressions for starting a conversation in English in any situation – formal or informal, at work, school, or other contexts! And stay tuned for the next lesson, which will be on how to continue the conversation.

Starting a conversation with a friend:

With friends, you can use informal English expressions like these:

- What's up?
- How's it going?

The correct answer to “What's up?” is “Not much.” You can then add a detail about what's happening in your life at the moment. If someone says “How's it going?” you can answer “Good” or “Not so good” and then say why.

Starting a conversation with a colleague:

In the office, you use slightly more formal English, such as these common expressions:

- Hi, John. How are you doing?
- How's your day going?
- We're sure having a busy/slow day today.
- Have you heard the news about _____?
- (on Friday): Have you got any plans for the weekend?
- (on Monday): How was your weekend?

You can talk about projects you're working on, or about hobbies you have outside work. Current national and international news is also a good topic of conversation.

Starting a conversation with a friend who you haven't seen in a long time:

Here are some common expressions to start a conversation with someone you see after a long separation:

- Hi Paula! How have you been?
- Long time no see!

- So, what have you been up to lately?
- How's your family?
- Are you still working at ABC Company?

In this case, you can ask about news in your friend's work, study, family, and hobbies. The friend will probably ask you about recent developments in your own life, too.

Starting a conversation at a party or wedding:

- I don't think we've met – I'm Shayna.
- Are you from New York?
- So, how do you know Mary?
- Have you tried the chocolate cake? It's delicious!

If you're at a party or wedding, you can start a conversation by asking how the person knows the host of the party (or the people getting married). You can also comment about the food and drinks, or about the music.

Starting a conversation at a conference or work event:

- I don't think we've met – I'm Shayna.
- So, where are you from?
- What did you think of the speaker?
- That was an excellent workshop – I learned a lot. How about you?

The expression "I don't think we've met" can be used in professional situations too. You can ask about the person's job, what company they are from, and their opinions about the conference events.

Starting a conversation with someone you have just been introduced to:

- Nice to meet you!
- How do you two know each other?
- So, what do you do for a living? (= *what is your job?*)
- What are you studying?
- How long have you been (a journalist / doing yoga / interested in music)?
- How did you get into it?

Imagine you have a friend, Nora, who introduces you to her friend Ryan. You can ask about how they know each other, and about Ryan's job. If Nora says Ryan is a student, you can ask about his area of study and what year of college he's in. If Nora introduces Ryan as a journalist, or a friend from yoga class, or a musician, you can ask about how long he has done that activity, or how he first got interested in it. His answer will then provide material to continue the conversation.

Starting a conversation with someone you meet outside:

- Its a beautiful day, isn't it?
- It looks like it's going to rain/snow.
- Can you believe all this rain/snow we've been having?
- Sure is a hot/cold one today!
- Your dog is so cute! What's his name?

If you're in a park, on the street, etc., the most common way to start a conversation is by talking about the weather.

Starting a conversation with a stranger in other situations:

The secret to starting a conversation with someone you don't know is to **make a comment about the current social context**. Here are a few examples of how to do this:

- **At an art gallery:** "That's an interesting painting. What do you think of it?"
- **At a bar:** "This is a great song – I love Latin music. How about you?"
- **At a sports game:** "Wow, that was a great play! So, who's your favorite player?"
- **At a cafe:** "Boy, do I need a coffee!"
- **At a concert or event:** "What a great turnout! Have you ever been here before?"
- **At a playground:** "My kids are sure full of energy today!"

As in the example of the cafe and playground, you don't need to ask a direct question. You can simply make a comment to the other person, and this is like an invitation for the other person to comment, too. This can then begin a conversation.

b.How to End a Conversation in English

Keys for Ending a Conversation in English

1. SMILE!

Be friendly when ending the conversation, so the other person knows you enjoyed the conversation – and doesn't think you're ending the conversation because you're annoyed.

2. Make a positive comment, then say you need to go, or give a reason for ending the conversation.

Ending an Informal Conversation:

Conversation 1:

"Hey, it was nice talking to you, but I've gotta run."

"OK, no problem. Have a good one!"

"You too – bye!"

"I've gotta run" is an informal expression to say "I need to go."

Conversation 2:

“Well, I’d love to keep chatting, but I have to head out – my yoga class starts in an hour.”

“Oh, enjoy your class!”

“Thanks! See you later.”

“head out” means “leave” or “go”

Conversation 3:

“Thanks for the book recommendations, I’ll definitely have to check them out. Anyway, I actually need to go pick up my kids from school.”

“All right – take care!”

Notice how all three conversations use a “transitional” word like “Hey,” “Well,” or “Anyway” to introduce the end of the conversation.

Ending a more formal conversation (at work):

Conversation 1:

“Okay, so I’ll call the distributors while you prepare the contract, and we’ll touch base next week.”

“Sounds like a plan!”

“Great! Have a good afternoon.”

“Thanks, you too. Bye.”

“Bye.”

You can end a conversation at work by giving a summary of the conversation or the next actions to take. This gives the other person a signal that you would like to end the conversation.

“Anyway, I should get back to work.”

“Yeah, me too. See you later.”

“I should get back to work” is a good way to end a conversation with a co-worker that is not related to work – for example, if you are chatting with your colleague about weekend plans or other interests.

“Well, I know you’re busy, so I don’t want to keep you.”

“That’s OK. Nice talking to you.”

“I don’t want to keep you” is a way to say that you respect the other person’s time, so you won’t continue the conversation for hours and hours. This also signals that the conversation is coming to an end. It is often used during phone calls.

Different ways to say “goodbye” in English

Formal or informal:

- Bye / Bye-bye
- See you soon!
- See you later
- Take care
- Have a good one!
- Have a nice day!
- So long

Informal only:

- Take it easy
- Catch ya later / Check ya later
- Later!
- I'm off / I'm out
- Peace / Peace out

2. Greeting

There are different ways to greet people:

Greeting means welcoming someone with particular words or a particular action.

When meeting people formally for the first time, we greet by shaking hands and saying "How do you do?" or "Pleased to meet you."

"How do you do?" isn't really a question, it just means "Hello".

When young people meet informally they sometimes greet and say "Give me five!" and slap their hands together (high five).

Generally we do not greet by shaking hands with people we know well. We greet by just saying 'hi' or 'hello'

Here are some expressions you can use to greet people.

Greeting

- Hi, hello.
- Good morning, good afternoon, good evening.
- How are you?
- How are you doing?
- How do you do?



Responding to greeting

- Hi, hello.
- Good morning/Good afternoon/Good evening.
- I'm fine thank you (thanks)/Okey! Thank you (thanks)/Can't complain/Not bad.
- How about you?/And you?
- How do you do?

Things to remember about greeting:

When you greet someone and say:

"How do you do?"

this isn't really a question, it just means "Hello"

3. Introducing yourself and other people

Introducing yourself and others

There is a range of ways to introduce yourself and people.

Introducing yourself:

Here are expressions to introduce yourself:

- My name is ...
- I'm
- Nice to meet you; I'm ...
- Pleased to meet you; I'm ...
- Let me introduce myself; I'm ...
- I'd like to introduce myself; I'm ...

Introducing others:

Here are expressions to introduce others:

- Jack, please meet Nicolas.
- Jack, have you met Nicolas?
- I'd like you to meet Liza.
- I'd like to introduce you to Betty.
- Leila, this is Barbara. Barbara this is Leila.

Useful responses when introducing yourself or other people:

- Nice to meet you.
- Pleased to meet you.
- Happy to meet you.
- How do you do?

conversation:

Alex is talking to the new manager and his assistant. Notice how they introduce themselves:

Alex: Hi! My name is Alex Litterman, the new manager.

William: Hi! I'm William O'Brian. Nice to meet you, Mr Alex Litterman.



John: William, please meet Mr Steve Lynch, my assistant

Jack: How do you do?

Nicolas: How do you do?

Intriducing my self:

I want to introduce my self.....!!!

My name is Alan maulana

My family call me Alan

I came from Masohi

I live at Batas Kota

I am fourti years old,

I am hundred fourty cm tall

My mother's name is SELVI ISAAZ

My father's name is HERAD DEMO

My hobby is a soccer and play station

Ok,.....! think enough for my intruducing.

4. Asking for Directions

10 Tips on How to Ask for Directions in English:

1. Use Greetings and Polite Expressions

Starting the conversation with a greeting is a must. If you want to receive a nice explanation, begin by saying hello first.

Examples:

Hello! Good Afternoon!

Excuse me, could you help me?

Hello! May I ask for some help? I need to get to the CN Tower

Tip: Finish with a “*thank you*” and “*have a nice day*”.

2. Modal Verbs Will Help You Express Yourself



Examples:

May I ask you how to get to the Eaton Centre?

Could you help me?

I would like to go to the Royal Museum.

3. Build Your Vocabulary

You should know the basic vocabulary that can be used when getting directions. It may be useful to remember frequently visited places too!

Examples:

Places: *High Park, Dundas Square, Queen Street, Union Station.*

Vocabulary: *Traffic lights, bank, post office, constructions, block.*



*It's about **two blocks** from here.*

*Go along the street until you reach the **traffic lights**.*

*You will see **construction** on the road.*

*That place is very close to **Dundas Square**.*

4. Know How to Ask a Question

Use the right words and adverbs! Try not to leave any information out, if you ask a specific question there are more chances of getting a specific answer.

Examples:

***How** can we get to High Park?*

***Where** is Chinatown? **Where** am I on this map?*

***Which** subway line should I take to get to the Rogers Centre?*

5. Get to Know the Transportation System



Sometimes, it can happen that you are still far from your destination and you have to take the public transit. Which types of public transportation are most commonly used in Canada? The three most common types are **streetcars**, **buses** and the **subway**. You should also use specific verbs and prepositions with them.

Examples:

Is it far? No, it isn't very far. It will take you 10 minutes to walk there.

*Well, it is quite far. You'd better take the **streetcar**.*

Take the streetcar / take the bus / go by streetcar / go by bus

Take the streetcar number ____ / take the bus number ____

Get on at ____ station/street/stop

Change at ____ station/street/stop

Change to the yellow/green subway line

6. Familiarize Yourself with the Cardinal Points

In big cities, people often use cardinal points when explaining directions and locations. The cardinal points are North, South, East and West.



Examples:

“At the foot of John Street, on the south side of Front Street, there’s a set of stairs that takes you to the entrance of the CN Tower.”

7. Learn the Most Commonly Used Prepositions and Adverbs of Place

Some important prepositions to remember when getting or giving directions are:

- Between
- Left and Right
- Next to
- Straight Ahead

And the adverbs *near*, *nearer*, *nearest* and *close*, *closer*, *closest* will be very useful when you need to find something fast.



Examples:

*Go **straight ahead**, then **turn right** at the crossroads.*

*Please, where is the **closest** police station?*

8. Use Imperative Sentences When Giving Instructions

And expect people to use them when explaining to you where to go.

Examples:

Go down this street!

Go straight and up the stairs!

Go down the escalators!

9. Don't Be Afraid of Using Landmarks

Every city in the world has its own landmarks. You can cut down on search time if you know what the important landmarks are in the city or place you are visiting. For example, in London, England, the main landmark is *Big Ben*.

Some landmarks in Toronto are the *Eaton Centre*, the *CN Tower*, and the *Rogers Centre*.



Examples:

*The Aquarium is next to the **CN Tower**!*

*Go past the **hospital** and then turn left.*

*After the **supermarket**, you will see the bus stop.*

10. Know Where Your House or Residence is on a Map

Before you go on a trip, check first where your house is located on a map. Find it and mark it! It is important to know where you live.

Learn to forgive yourself if you get a little lost. We all do that now and then, especially when exploring a new city!

Asking for directions to go somewhere.

Where is the chemist?

Can you give me directions to the nearest bus stop?

How do you get to the train station?

Where can I find the nearest bakery?

How do I get to park?

Is there a supermarket near here?

Is there a sports shop around here?

Can you tell me how to get to library from here?

What's the best way to get to the computer store from here?

What's the quickest way to get to the music store from here?

What's the easiest way to get to the nearest Mc donalds from here?

Asking for and giving directions with examples

Excuse me sir. **Is there** a bank **around here**?

Yes, there is one **right across the street next to Library**.

Can you give me directions to the petrol station?

Of course I will, just **follow this road** until you come to the main road. **Turn right** and then **continue for** about 100 metres. **You will see** the petrol station **on the left**.

Can you tell me how to get to the London bridge?

Am sorry I cant help as **am not from around here**.

Where's the nearest bus station?

It's **on the corner of** Oxford Street and Mayfair Lane. **Next to** the train station.

How do you get to the mall?

You have to go straight along this road for about 200 metres. **Turn right when you see** Apple street. carry on straight ahead till you see a Tesco supermarket. The mall is **opposite** the supermarket.

Is **there** a bank **near here**?

Yes, there is one in Orange Street.
Orange Street is **the third road on your right**.

Excuse me sir. **Could you please tell me where I can find the nearest** chemist?

Yes, there is one next to the Bakery. **Go back the way you came. Turn right** after you go past the bank and there is one **on your left next to the hospital**.

Asking for and giving directions vocabulary

It is **on** the **left**

It is **on** the **right**

It is **straight on**

opposite

near

next to

between

at the **end** of Oxford street

on the **corner** of James road

at the end of Stanley Street

Behind the Petrol station

in **front** of the Mall

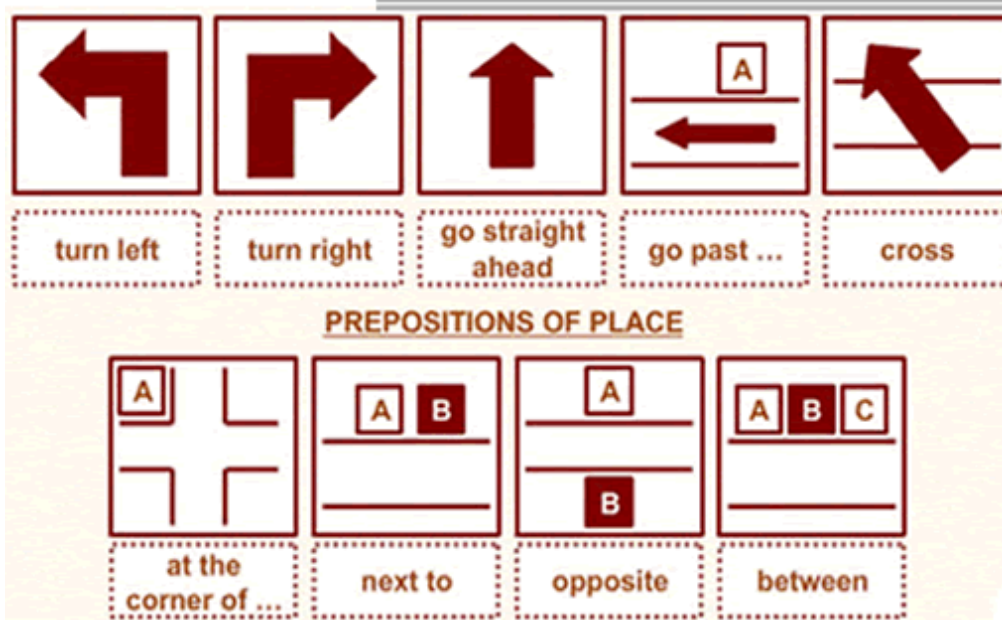
just **around** the corner from **here**

Landmarks you can use when giving directions

When giving directions you will often use landmarks as a way of giving directions.

Example

Excuse me sir. Is there a bank around here? Yes, there is one right across the street next to **Library**.



traffic lights

crossroads

level crossing

signpost

T-junction

dead end.

underpass

flyover

motorway bridge

railway bridge

dual carriageway

pedestrian crossing

zebra crossing.

Conversation - Taking Directions Over the Telephone

Doug: Hello, this is Doug.

Susan: Hi Doug. This is Susan.

Doug: Hi Susan. How are you?

Susan: I'm fine. I have a question. Do you have a moment?

Doug: Certainly, how can I help you?

Susan: I'm driving to the conference center later today. Could you give me directions?

Doug: Sure. Are you leaving from home?

Susan: Yes.

Doug: OK, take a left onto Bethany street and drive to the freeway entrance. Take the freeway toward Portland.

Susan: How far is it to the conference center from my home?

Doug: It's about 20 miles. Continue on the freeway to exit 23. Take the exit and turn right onto Broadway at the stop light.

Susan: Let me repeat that quickly. Take the freeway to exit 23 and turn right onto Broadway.

Doug: That's right. Continue on Broadway for about two miles and then turn left onto 16th avenue.

Susan: OK.

Doug: On 16th avenue, take the second right into the conference center.

Susan: Oh that's easy.

Doug: Yes, it's very easy to get to.

Susan: How long does it take to get there?

Doug: If there's no traffic, about 25 minutes. In heavy traffic, it takes about 45 minutes.

Susan: I'm leaving at ten in the morning, so the traffic shouldn't be so bad.

Doug: Yes, that's right. Can I help you with anything else?

Susan: No that's it. Thanks for your help.

Doug: OK. Enjoy the conference.

Susan: Thanks Doug. Bye. **Doug:** Bye.

5. Asking for and Giving advice

Expressions

Asking for advice:

- I've got a bad toothache. What do you suggest?
- What do you advise me to do?
- What should I do?
- What ought I to do?
- What's your advice?
- If you were me what would you do?

Giving advice

- If I were you, I would go to the dentist.
- Why don't you go to the dentist?
- You'd better brush your teeth regularly.
- You ought to/should avoid eating sweets.
- If you take my advice, you'll go to the dentist.
- It might be a good idea to brush your teeth on a regular basis.
- I advise you to brush your teeth on a regular basis.
- Have you thought about seeing a dentist.

Declining to give advice

- I don't know what to advise, I'm afraid.
- I wish I could suggest something, but I can't.
- I wish I could help.
- I'm afraid I can't really help you.

Things to remember about asking for and giving advice:

1. "Advise" is a verb.

Example:

"I **advise** you to learn English. You will undoubtedly need it in your higher studies"

2. "Advice" is a noun.

Example:

"My father gave me this piece of **advice** when I was young: never give up"

3. "Ought to" has nearly the same meaning as "should". The only difference is that "ought to" refers to a moral or external obligation but should is more of an advice.

Example:

"You **ought to** stop smoking."

"You **should** stop smoking."

4. "You'd better" is the short form of "you had better"

Example:

"You'd **better** see a doctor!" = "You **had better** see the doctor"



Study the dialogue:

Student: I'm terrible at English and I think I should do something about it. *What do you advise me to do?*

Teacher: *I think you should try this website.* It's a fantastic website for beginners.

Student: I've heard about it, but *what do you think I should start with?*

Teacher: *You'd better start with the lessons.* Then, try the exercises.

6. Expressing Your Opinion

How to express your opinion

Expressing opinion

I think...

As far as I'm concerned,...

To my mind,...

According to me,...

As I see it, ...

It seems to me that...

In my point of view / my opinion,....

From my point of view...

I am of the opinion that...

I take the view that. ..

My personal view is that...

In my experience...

As far as I understand / can see/see it,...

Ten Expressions to Use In Speaking And Writing

1. In my opinion, this one would be better.
2. To my mind this one's better.
3. If you ask me, this one's better.
4. To my way of thinking, this one's fine.
5. In my view, this one is best.
6. Know what I think? That one's best.
7. I'd say that one's better.
8. What I think is that one's better.
9. For me, that one's better.
10. I tell you what I think, that one's best.

CONVERSATIONS

FORMAL

Ahmad : The city council is going to build a new parking site under the park over there.

Rizky : oh no, why are they going to do that? It's terrible.

Ahmad : You think so? I think it's a very good idea, actually.

Rizky : On the contrary, I think it's a disaster.

Ahmad : A disaster? I think we need more parking sites.

Rizky : Well, I agree with that, but not under the park.

Ahmad : Why not? It's the best place.

Rizky : Do you think so? I totally disagree. Why the park?

Ahmad : Well, you need a big open space for that.

Rizky : I see your point, but don't you think trees are more important than cars?

Ahmad : Of course I agree, but we all have cars, and we need a place to park them.

Rizky : Yes, that's right. But they can do it near the station.
Ahmad : Oh no, that's too far away, we need a parking site in this area.
Rizky : Well, that's true, but maybe walking a bit wouldn't hurt anyone.
Ahmad : A bit? The station is at least 10 minutes away. Just imagine, on a rainy day...
Rizky : You could be right, but I still think trees are more important than cars.
Ahmad : You've got a point there, but maybe they can plant trees near the station instead.

Rizky : Oh, that sounds very good, but we're talking about very old and big trees.
Ahmad : Yes, but we have to choose, don't we? We can't have everything.
Rizky : Yeah, I suppose you're right, but still, I think it's a very bad idea.

INFORMAL

Raihan : Man, did you hear that? They're gonna build a parking site under the park over there.
Hadi : Are you serious? But that's crazy, why do they want to do that?
Raihan : Why? Well, because there are too many cars in the area. We need more parking space.
Hadi : Nonsense! What we need is more trees. Cars should disappear.
Raihan : You can't be serious.
Hadi : Yes, I am. They pollute and are too noisy and...
Raihan : Come on, man, that's all B.S. Do you think you could live without a car today?
Hadi : Of course I could.

Raihan : Oh, come on, where's your logic? How would you go to work?
Hadi : Obviously, I would work near home, and not an hour away. Or I could take the bus.
Raihan : Yea, I know what you mean, but we use the car for so many things.
Hadi : That's very true, but we could always find other alternatives.
Raihan : Such as...?

Hadi : Such as coaches, trains, etc.
Raihan : You must be kidding, right? We don't even have a train here, and coaches don't go everywhere.
Hadi : Yes, you have a point there, but if we didn't have cars, we would have more and better public transport.
Raihan : Yes, I agree. But still, having a car is so comfortable.
Hadi : Of course it is, I know. But we can't have everything, can we?
Raihan : Exactly. That's what I think. We can't have everything, so I prefer having a car.
Hadi : Oh man, you're impossible.
Raihan : I know :)

7. Asking For And Giving Permission

Asking for and giving permission:

When you ask for permission to use something that belongs to someone else you have to do your best to be polite. It is desirable to use the word "**please**."

Asking for Permission:

- **Can** I go out, please?
- **May** I open the window, please?
- Please, **can** I have a look at your photo album?
- Please, **may** I taste that hot spicy couscous dish?
- **Do you mind if** I smoke?
- **Would you mind if** I asked you something?
- **Is it okay if** I sit here?
- **Would it be all right if** I borrowed your mobile Phone?

Giving Permission:

- Yes, please do.
- Sure, go ahead.
- Sure.
- No problem.
- Please feel free.

Refusing to give permission:



- No, please don't.
- I'm sorry, but that's not possible.
- I'm afraid, but you can't.

Conversation 1:

Liza, eight years old, is asking her mother for permission to use the computer...

- Liza:** Please mum, can I use the computer?
- Her mother:** No, dear you can't. It's time to go to bed.
- Liza:** May I read a story before I sleep?
- Her mother:** Sure! But try to sleep early.
- Liza:** Thanks a lot mummy.

Conversation 2:

- A:** I was wondering if I could borrow the company van for a fundraiser this weekend.
- B:** Sure, I think that would be possible. Where is the fundraiser?
- A:** It is in the park downtown.
- B:** Would you need it for both Saturday and Sunday?
- A:** We will need it for Saturday only.
- B:** I think that would be OK. Who will be driving it?
- A:** Mary and I will be driving the van.
- B:** Could you drop it off on Sunday night?
- A:** Yes, we can do that. Can we borrow the chairs from the lunchroom also?
- B:** Yes, that would be fine. Just make sure that everything is returned by Sunday night.

Conversation 3:

- A:** Our unit is participating in a fundraiser this weekend and would like to borrow the van, if possible.
- B:** I would need to check on that. Where is the fundraiser?
- A:** It will be at the beach by the pier.
- B:** What day will you need it for?
- A:** We will only be needing it for Sunday.
- B:** Maybe that could work. I need to know who will be driving it.
- A:** The only two drivers will be Mary and I.
- B:** If I give you the keys to the garage, could you bring it back on Sunday evening?
- A:** Sure. We also would like to use the chairs from the lunchroom. Would that be OK?
- B:** OK, but make sure that everything is back by Sunday night at the latest.

Conversation 4:

A: Could we borrow the company van for a fundraiser this weekend?
B: That would be a possibility. Where is this fundraiser taking place?
A: It is in the hotel ballroom down the street.
B: Do you need it for the whole weekend?
A: We will need it for both days.
B: We will need to know who will be driving the van.
A: The van will be driven by Mary and me.
B: It needs to be back on Sunday night. Can you arrange for that?
A: Yes, no problem. Would you mind if we borrowed a few of the chairs from the lunchroom?
B: Just keep track of everything and get it all back where you took it from by Sunday evening.

8. Talking About Favorite Things

Talking about favorite things

When you talk about your favorite things you talk about the best liked or most enjoyed things.

Examples:

- "What's your favorite color?" "Green."

Leila is talking to her new friend Cathy:

Leila: What kind of films do you like best?

Cathy: Science fiction. And you?

Leila: Comedy. And who's your favorite actor?

Cathy: Tom Cruise.

Leila: I like Robert de Nero most.

Asking about favorite things:

- What's your favorite sport?
- What sport do you like best?
- What sport do you like most?
- What kind of sport do you like best?
- Who's your favorite football player?

Responding:

- My favorite sport is football.
- I like football best.
- I like football most.
- My favorite football player is Ronaldo. Asking about favourite things at restaurant:

Asking favorite food and drinks

- About how many different color foods did you eat for dinner last night?
 - Do you think about color when you are preparing a meal?
- Are there any foods that you wouldn't eat as a child that you eat now?
- Are you a good cook?
- Are you a vegetarian?
- Are you concerned about your daily calorie intake when choosing something to eat?
- At what times do you usually eat your meals?
 - Breakfast?
 - Lunch?
 - Dinner?
- Can you cook well?
- Did you drink coffee this morning?
- Did you eat lunch today?
- Do you always eat dinner with your family?
- Do you always eat vegetables?
- Do you cook? If yes, what food do you cook the most often?
- Do you drink milk every day?

- Do you drink tea every day?
- Do you eat rice every day?
- Do you like Thai food?
 - Chinese food?
 - Spanish food?
 - American food?
 - Mozambican food?
 - French food?
 - Italian food?
- Do you like Japanese food?
 - What kind of Japanese food do you like?
 - Do you like deep fried food?
 - Do you like food from other countries? If yes, which do you like the most?
 - Do you like peas and carrots? How about spinach?
 - Do you like to cook? Why or why not?
 - Do you like to eat a lot of food every day?
 - How much do you eat when you are sad or happy?
 - How much does it cost to eat dinner at a hotel in your country?
 - How often do you eat in a restaurant? (How often do you eat out?)
 - Where do you usually go?
 - Who do you usually go with?
 - About how much do you spend?
 - Do you ever go to an Indian restaurant?
 - How often do you eat steak?
 - How often do you go drinking? What's your favorite drink?
 - How often do you go shopping for food?
 - If you are living abroad, what is the food that you miss most from home?
 - Is there any food that you really dislike to eat?
 - What are some foods that are considered unhealthy?
 - What are some foods that you know are healthy for your body?
 - What country's food do you like the most?

9. Making Offers

How to make offers in English?

It is common that English speakers **make offers** in conversations in order to be polite and helpful. When they do so they use these expressions:

Can I... ?

Shall I... ?

Would you like ... ?

How about ...?

English learner must be able to make offers as well as accept or reject them. The following are useful expressions to do so.

Making offers:

Can	I	help you?
Shall		get you some juice?
Would you like		a glass of water ?
How about		some pizza?

Examples:

- "Can I help you?"
- "Shall I open the window for you?"
- "Would you like another cup of coffee?"
- "Would you like me to clean the board?"
- "How about a juice? "

Remember:

- **Shall, can** and **will** are followed by the verb without **to**.
Example:

"Can I **help** you?"

"Shall I **bring** you the mobile phone?"

- **Shall** is more formal than **can**.
- **Would you like...** is followed either by a noun, or by the verb with **to**.

Example:

"Would you like **some tea** ?"

"Would you like **to drink** some coffee?"

Responding to offers

Accepting	Declining
Yes please. I'd like to. That would be very kind of you. Yes please, that would be lovely. Yes please, I'd love to. If you wouldn't mind. If you could. Thank you, that would be great.	It's OK, I can do it myself. Don't worry, I'll do it. No, thanks No, thank you

Examples:

- "Can I help you?"
"No **thanks**, I'm just having a look." (With a shop assistant.)
- "Can I help you?"
"Do you know where the post office is."
- "Shall I help you with your maths problem?"
"Yes, please. **That would be very nice** of you."
- "Would you like a cup of tea?"
"No **thanks**." Or, "No **thank you**."
- "Would you like another piece of cake?"
"Yes **please, that would be nice** ."
"Yes **please, I'd love one**."
- "Would you like me to do the the ironing for you?"
"If you **wouldn't mind**."
"If you **could**."
- "I'll do the washing, if you like."
"It's **OK, I can do it**."

"Don't worry, I'll do it."
"Thank you, that would be great."

Conversation 1 :

A: I was wondering if you need any help on your new project.

B: Sure! That would be great! Are you good at writing or would you rather do the computer work?

A: I would like to help with the computer work.

B: Great! We are going to be working in teams of three. Are you OK working with others?

A: Yes, I like working like that.

B: We will begin next Monday. Would you be available then?

A: Yes, I can be there.

B: Well, if you could send me your basic background information before next Monday, it would be useful.

A: I will send the information to you.

B: Well then, thanks for your help. Have a great day!

Conversation 2



A: Would you like me to help you on your new project?

B: I would love the help! Would you prefer helping with the writing part or is programming more your thing?

A: I would enjoy helping with the writing portion.

B: Perfect! You'll be working alone on that portion. Do you like to work alone?

A: That is OK sometimes.

B: Our first meeting is next Monday. Could you meet with us at that time?

A: No, I can't be there.

B: Please send me your background information before the meeting so I can look at it.

A: I can send that information to you.

B: OK. I look forward to working with you. Enjoy your week!

Conversation 3:



A: Could I help you on your new project?

B: I have a need for help with writing and also a need for help with the computer work. Which would you prefer?

A: I want to help with both.

B: That would be wonderful. Sometimes we will be working together and sometimes independently. Would that be OK?

A: Most of the time that is what I prefer.

B: We start on Monday. Can you be there?

A: I am not sure yet.

B: I need your background information before the meeting.

A: I will do that.

B: I'll enjoy working with you. Have a great day!

10. Giving and Responding to Good and Bad News

Giving news

There are different ways to give news:

Giving good and bad news

- I'm really pleased to tell you...

- I've got a bit of good news to tell you..
- I've got some good / brilliant / great / wonderful / splendid news for you...
- You know what! I've got a bit of great news for you...
- Great news for you...
- I'm afraid I've got some bad news for you...
- I'm sorry I've got a bit of bad news to tell you..
- I really don't know how to say it, but ...
- I'm sorry to have to say this, but ...
- I really feel bad to have to say this, but ...

Responding to good news

- Wow, that sounds exciting !
- That's great !
- How fantastic !
- What fantastic / good / brilliant / great / wonderful / splendid news!
- That's good / brilliant / great / wonderful / splendid news!
- That sounds like great news!
- Congratulations!
- That's wonderful / fantastic!
- I'm glad to hear that!
- Great news!
- Incredible!
- Superb!
- Sounds great!
- Lucky you!
- Oh, how wonderful!
- I can't believe that!

Responding to bad news

- I'm awfully sorry that...
- I'm sorry to hear that..
- I'm sorry to hear such terrible news.
- My goodness!
- I can't believe it!
- Poor you!
- I do sympathize with you.
- Please, accept my deepest sympathy.
- I know how you must be feeling.
- That must be awful
- Oh, dear !
- Too bad !
- That's awful / a pity / unfortunate.

11. Conversations on the Phone

Telephone conversations

It is common that English speakers **make phone calls** either for business reasons or personal affairs. These are expressions you can use in your conversations on the phone.

- You 've reached company/department.
- How can I help you?
- Can I speak to Mr/Mrs.....?
- Could I speak to, please?
- Who shall I say is calling?
- Who's calling, please?
- Who's speaking?
- It's Mr/Mrs... here.
- It's Mr/Mrs... speaking.
- Mr/Mrs... speaking.
- Please hold and I'll put you through.
- Just a second. I'll see if s/he is in.
- Hang on for a moment.

Conversation 1 :

A: "Hello? This is Steve."

B: "Hi Steve, this is Mary from ABC Company. I'm returning your call."

A: "Hi Mary. How are you doing?"

B: "I'm doing great thanks."

A: "Thanks for returning my call. I couldn't figure out why the ending balance on fiscal year 2003 didn't match the beginning balance on of 2004."

B: "When I checked, it was matching. How much is the difference?"

A: "The amount is exactly \$42,000."

B: "Oh. I know what the problem is. We opened another bank account at the end of fiscal year 2003. I might not have included the new bank statements when I sent over the information."

A: "That makes sense. I'm just glad it wasn't out of my miscalculation. Can you send over the statements? I should be done by end of day since everything looks good."

B: "Sure. I'll fax them to you immediately. Is 555-123-4567 the number I should fax it to?"

A: "Yes. That is the correct number."

B: "I'll do it right now."

A: "Thank you for your help."

B: "I should have sent them over to you the first time. I apologize for that."

A: "No problem."

B: "Thank you."

A: "Thank you. Bye."

Conversation 2

A: "Hello, ABC Company."

B: "Hi, this is Janet from Consult R Us. May I speak with Alex please?"

A: "He's in a meeting right now. Would you like to leave a message?"

B: "Yes. Can you have Alex call me back when he is available? My name again is Janet, and he can reach me at 555-987-6543."

A: "It's Janet at 555-987-6543. Can I tell him what this is regarding?"

B: "He sent over a fax, and the last page didn't print out. I will need for him to resend the fax to me."

A: "I'll let him know."

B: "Thank you."

A: "Thank you for calling ABC."

B: "Good bye."

A: "Bye."

Conversation 3:

A: "Microsoft, this is Steve."

B: "Hi Steve, this is Richard from Third Hand Testing. I'm calling in regards to the MSN assignment. Do you have a minute to answer a couple of questions?"

A: "Sure. What can I help you with?"

B: "We originally agreed on 5 testing procedures, but our program manager received a mail indicating 4 testing procedures. Is 4 the correct number?"

A: "Yes it is. We found that we can do the last one here."

B: "Great. Does the timeline change because we reduced one of the testing procedures?"

A: "We don't have to change the timeline. Our original timeframe was very aggressive."

B: "That makes our job a little easier."

A: "Do you have any other questions?"

B: "No. That's all I had. Thanks for your time."

A: "No problem."

B: "Ok. Good bye."

A: "Bye."

Choose the correct answer

1. Secretary: Good morning. Dr Albright's office. This is Julia (calling, holding the phone, speaking)

2. John: Good morning.John Smith calling. (he, it is, it)
 3. Secretary: How can I help you?
 4. John:to make an appointment with Dr Albright. (like, prefer,I'd like)
 5. Secretary: Ok! Hold on for a moment. Let me see! next Wednesday convenient for you? (would,is ,will)
 6. John: I'm, I am not free on Wednesday.(sorry, happy, sad)
 7. Secretary:Thursday? (is, are you free,how about)
 8. John: Sorry, Thursday is going to be a little difficult for me to come. I'd Friday, if that's available.(want, prefer, take)
 9. Secretary: Is 9:00 pm a lot.....for you? (alright,bad, impossible)
 10. John: Yes, that would be (acceptable,perfect,suit)
 11. Secretary: If you can'tfor any reason, please contact me. (come, arrive,go)
 12. John: Sure! Thank you very much.
 13. Secretary: You're welcome.
-

12.Expressing certainty & uncertainty

A.Expressing certainty.

I'm sure she's right.

I'm sure of it.

I'm sure.

I'm certain about that.

I'm convinced of it.

I certainly believe that he was in the wrong way.

I have no doubt about it.

I'm convinced we are not to trust him.

I'm sure she's done the right thing.

I'm absolutely sure that he is from the United States.

I know what she's going to do.

I'm certain that she's the one who did it.

I'm quite sure that they had met earlier.

I don't doubt that he wanted to help her.

I feel quite sure that it was John.

Obviously...

There's no doubt about...

There's no doubt about it in my mind.

There's no doubt that she comes from a royal family.

He'll come, I'm sure of it.

He doesn't stand a chance of winning.

She'll be here in time, I'm sure.

She's innocent.

She will only start tomorrow, I'm certain about that.

Without doubt, he's one of the best singers we have.

It's quite certain she was trying to fool you.

They must have left by now.

It's clear that she knows him.

Obviously, she is against this proposal.

We were at fault.

It's impossible that he could have seen her there.

B. Expressing uncertainty.

I don't think so.

I can't make up my mind.

I can't decide if I should invite them.

I don't think you're right.

I haven't a clue.

I'm not sure about it.

I'm in two minds whether or not to do it.

I'm not sure.

I'm not sure what to do next.

I'm just not sure.

I'm in two minds about doing it.

I'm in two minds whether to accept it or not.

I'm not sure whether he knows it.

I'm a bit uncertain about this.

I don't believe this is true.

I don't know what to tell them

I don't know whether to accept it or not.

I don't know whether to do it or not.

I don't believe that he can do it.

I don't believe him.

I can't believe it, I really can't.

I can't decide whether to take it back or not.

I can't decide what to do.

I can't decide whether to invite him or not.

I'll possibly be able to do it.

I must say I find that very odd.

Yes, I suppose so.

May be I'll buy it, may be I won't.

Well, of course.

It's up to you.

He's possibly one of our best workers.

Do you think I should call him?

Perhaps the answer is to leave it to chance.

Oh, I feel in such a muddle.

He can't have known about it.

He can't do it, I think.

If only I knew what to do.

Tell me a way out.

Well, may be.

Look, I don't know what to do.

Oh, I don't know.

May be I shouldn't do it.

Perhaps I should write to his Secretary first.

C. Asking about certainty and uncertainty.

Are you quite sure?

Are you absolutely sure?

Are you sure that he's her brother?

Are you absolutely certain it was Mary?

Do you think so?

Do you believe that he did it?

Do you think he'll come?

Do you suppose that he's right?

How do you know?

So you're quite sure, are you?

You couldn't have been mistaken, could you?

Was it, really?

How sure are you?

Conversation 1:

Tiara : are you sure you will go?

Keisya : Ye. I'm sure

Tiara : Where do you go?

Keisya : I will go to Spain

Tiara : Can you cancel it?

Keisya : I am sorry, I can't

Tiara : I will miss you.

Conversation 2 :

Hamdi : It seems , ridwan is a good boy

Syukri : I doubt it

Hamdi :Why?

Syukri : He hit me yesterday

Hamdi : Really?

13. Making and responding to a request

Making and responding to a request

It's important to be polite when you ask for something

You can make a request by using:

- can you ...?
- could you ...?
- will you ...?
- would you mind ...?

Here are some examples of how to make a request..

Can you	open the door for me, please?
Will you	
Could you possibly	
would you mind	opening the door for me ?

Making Request:

- Can you show me your photo album, please?
- Will you lend me your book, please?
- Could you possibly show me the way to the post office, please?
- Would you help me with this exercise, please?
- Would you mind lending me your pen, please?

Responding to request:

- Sure here you are.
- Okey.
- No, I'm sorry I need it



- I'm afraid I can't.

Things to remember about making a request:

1. "Would you mind..." is followed by a gerund (verb+ing)

Example: "Would you mind **lending** me your book? "

2. The response to the following request:

A: "Would you mind giving me your book? "

is either

- "No, I don't mind." (which is **a positive response** to the request. It means that I accept to lend you my book)
- or "Yes." (which is **a negative response** to the request. It means that I don't want to lend you my book.)

A: I want to try something different today.

B: What do you mean?

A: I want a different hair style.

B: What style do you want?

A: Can you make my hair short?

B: Exactly how short do you want it?

A: Make it a few inches long.

B: Are you sure you want me to cut it that short?

A: I've been thinking about this for a while now.

B: Okay. I'll do it if you're positive that this is what you want.

A: I honestly want my hair that short.

B: All right, then let's begin.

14. Agreement, Partial Agreement and Disagreement.

The way people agree or disagree in an argument or discussion varies in different languages.

Agreement:

It is worthwhile saying that silence is not understood as agreement. If you agree with an opinion or an idea, you are expected to say so.

Expressions

There is no doubt about it that...

I completely / absolutely agree with you.

I agree with you entirely.

I totally agree with you.

I simply must agree with that.

I am of the same opinion.

I am of the same opinion.

That's exactly what I think.

Disagreement:

Expressing disagreement is always respected as honest, and sometimes as courageous.

Expressions

I don't agree with you.
I'm sorry, but I disagree.
I'm afraid, I can't agree with you.
The problem is that...
I (very much) doubt whether...
This is in complete contradiction to...
With all due respect,...
I am of a different opinion because ...
I cannot share this / that / the view.
I cannot agree with this idea.
What I object to is...
I have my own thoughts about that.

Partial agreement:

You can also agree but with reservation especially when there is a doubt or feeling of not being able to accept something completely

Expressions

It is only partly true that...
That's true, but...
I can agree with that only with reservations.
That seems obvious, but...
That is not necessarily so.
It is not as simple as it seems.
I agree with you in principle, but...
I agree with you in part, but...
Well, you could be right.

I agree.
I agree, but...!
I don't agree.

Conversation 1:

A: I was thinking of holding the company retreat in the mountains.
B: I agree, I think that that would be perfect!
A: I was thinking it could take place sometime in January.
B: That might be a little too cold for some people.
A: Yes, you are right.
B: What about April? April has good weather that isn't too cold or too hot.
A: Yes, that would work out better.
B: You know, maybe we could take a survey to see how that works for everyone.

A: Good idea! We'll have to get right on it.

B: Fine! Well, I'll get right on it now!

Conversation 2:

A: I think that the company retreat should be in the mountains this year.

B: What a great idea!

A: January would be a good month for a mountain retreat.

B: I like the mountain idea, but I am not so sure about the month of January.

A: You know, now that I think about it, you might be right.

B: April might be nice. It is far enough away to make the necessary arrangements.

A: That is a good suggestion.

B: We could ask everyone what would be the best time for them.

A: Yes, that would let us know what would work best.

B: I'll put the survey online this afternoon.

Conversation 3:

A: The Mountains would be a great place for the company retreat.

B: That's a wonderful choice.

A: I have chosen January as the month for this retreat.

B: January is a little too close to the Christmas holidays.

A: Yes, maybe another choice might be better.

B: I think that April would work. Spring is a lovely time to be in the mountains.

A: Thank you for thinking of that.

B: Maybe if we asked around we could see what people would prefer.

A: That is a good idea.

B: I'll take care of taking the survey and get back to you with the answers.

15. Complaining - Talking about Complaints

What are complaints?

Complaints are expressions of "displeasure or annoyance" in response to an action that is seen by the speaker as unfavorable. Suppose you want to complain about the pizza you have just ordered because it's too salty, what are the expressions needed to express and respond to complaints?

Complaining:

Here are expressions you can use when complaining:

- I have a complaint to make. ...
- Sorry to bother you but...
- I'm sorry to say this but...
- I'm afraid I've got a complaint about...
- I'm afraid there is a slight problem with...
- Excuse me but there is a problem about...
- I want to complain about...
- I'm angry about...



Examples:

I have a complaint to make.	Your pizza is just too salty.
I'm sorry to say this but	your food is inedible.
<ol style="list-style-type: none">1. I'm afraid I've got a complaint about your child.He's too noisy .2. I'm afraid there is a slight problem with the service in this hotel.3.Excuse me but you are standing on my foot.4. I want to complain about the noise you are making.5. I'm angry about the way you treat me.	

Responding to complaints

Positive response to complaints:

- I'm so sorry, but this will never occur / happen again.
- I'm sorry, we promise never to make the same mistake again.
- I'm really sorry; we'll do our utmost/best not to do the same mistake again.

Negative response to complaints:

- Sorry there is nothing we can do about it.
- I'm afraid, there isn't much we can do about it.
- We are sorry but the food is just alright.

Conversation 1- Not Enough Options.

Elan: Are you ready to order, Sir?

Richie: I wanted to try something new today, but I don't see anything interesting on the menu.

Elan: What kind of food are you looking for?

Richie: Hmm.. nothing specific. Actually, I've tried all the dishes that are listed here. I was looking to explore new ones.

Elan: Let me to talk to the chef. I'm sure he can suggest something.

Richie: No. That's okay. Let me just suggest that you add some more food variety to your menu. I haven't seen any changes in it, for a while now.

Elan: You've been one of our more regular customers. I'll definitely take your suggestion to the manager.

Richie: That's good. For now, you can bring me the red sauce pasta and potato wedges.

Conversation 2- The Soup Wasn't Good.

Andy: Excuse me! Are you out of vegetables today?

Sam: I am sorry, Sir. I don't understand...

Andy: I ordered a Creamy Vegetable Soup and there aren't many vegetables in it. It's mainly just broth.

Sam: I really apologize for that. Allow me to replace it with a better one.

Andy: No. That's alright now. I'll just fill up on the main course.

Sam: I assure you it won't happen again. As a token of our apologies, we won't charge you for the soup.

Andy: That's good. I hope we won't be disappointed with the food quality.

Sam: You will not, Sir.

Conversation 3: This Is Not How I Ordered It.

Elan: Excuse me! Would you mind telling me who's the cook?

Sam: What's wrong, Sir? Is there anything I can help you with?

Elan: Well, as you can see, I ordered a chicken parmigiana and the chicken is not well-cooked.

Sam: I really apologize for this mistake. Allow me to get you a better dish.

Elan: That's alright, but you people have been running this restaurant for so long! Usually such things do not happen here.

Sam: It's a random mistake. I apologize on behalf of my chef.

Elan: I would appreciate if you can replace it with a well-cooked dish.

Sam: Sure. Thank you for your patience.

Conversation 4 - It Is Taking Too Long!

Andy: Excuse me, Captain!

Richie: Yes Sir. How can I help you?

Andy: Well, it's been 20 minutes since I gave my order. We've haven't received any appetizers or even any drinks yet.

Richie: Kindly give me a couple of minutes. I'll check the status of your order.

Andy: Please do so. I'm in a hurry and don't have much time today.

Richie: Sure. I'll bring your drinks now, and your order will be on your table within the next 5 minutes.

Andy: Thanks a lot.

16.Expressing Thanks and Gratitude

How to express thanks and gratitude

This page will present different ways of expressing thanks and gratitude in English.

You express thanks to tell someone that you are grateful for something that they have done or given to you.

Expressing thanks and gratitude

Here are different ways to say thank you and to show your appreciation for something done or given to you.

Examples:

- Thanks.
- Sincere thanks.
- Thank you.
- I am indebted to you.
- I appreciate what you've done for me.
- I am grateful.
- You've been very helpful.

- I thank you from the bottom of my heart.
- If anyone deserves thanks, it's you.
- Thanks for being thoughtful.
- What you've done means a lot to me.
- How can I ever thank you enough for all you've done?
- You have been extremely supportive through this difficult time.
- I want to thank you for all the support and concern.
- That was very kind of you.
- Thank you for being there for me.

How to respond to thanks

You can use different expressions or phrases to respond to thanks and show that you are happy to help. Being polite in your response depends on how you say these expressions. The sincerity of your response is conveyed very much more in the tone of your voice, the body language and the facial expression.

Ways to accept thanks

- you're welcome
- don't mention
- (it's) my pleasure
- it's nothing
- think nothing of it
- I'm glad/happy I could help
- it's no bother
- it's/that's all right
- it's/that's ok
- no problem
- not at all
- of course / sure
- anytime

Conversation 1- *Thanking a Friend*

Mark: Hey, Kate. How are you now?

Kate: I'm feeling better, Mark. Thanks for asking.

Mark: I called your place and your mom told me you got the flu.

Kate: Yeah, I did.

Mark: I told Ms. Lucy about it and she said she'll let you take the tests later on.

Kate: Thanks a lot Mark.

Mark: Don't mention it. And here is the list of topics which were covered last week.

Kate: Thank you so much. You're a great friend.

Conversation 2- *Thanking a Co-worker*

Kate: Hey Shawn, can I ask you for a favor?

Shawn: Sure Kate, what is it?

Kate: I have to finish this report but I don't think I'll be able to finish it on time.

Shawn: Don't worry. I'll help you out.

Kate: Thanks, Shawn.

Shawn: No sweat. You helped me last month so I'm returning the favor now.

Kate: Thanks a lot. You're a lifesaver.

Shawn: You're welcome.

Conversation 3 - *Showing Appreciation*

Mark: Hello Nathan. Can I talk to Mary?

Nathan: Hello Mark. Mary told me how you helped her out the other day.

Mark: Oh! It was nothing, man. I am glad I could help.

Nathan: But thank you very much. You took a lot of pressure off her.

Mark: You're welcome. But it really wasn't such a big deal.

Nathan: You should join us for lunch this weekend.

Mark: Thank you for inviting me. Of course I'll come.

Conversation 4 - *Thanking for an Invitation*

Shawn: Nathan, I gotta go now.

Nathan: But the party's just started, Shawn.

Shawn: I know. But I have to get up very early tomorrow. Thanks a lot for this amazing party.

Nathan: You're welcome. I may throw another one next week.

Shawn: That would be great. Your parties are famous all around the campus.

Nathan: Make sure you are free next Sunday.

Shawn: I will. Thanks again, man. See you tomorrow.

17. Making and responding to suggestions

Suggestions

The following English phrases and expressions are all used to make suggestions and give advice to people

Making suggestions:

- Let's revise our lessons.
- What about going to the cinema tonight?
- How about playing cards?
- Why don't we do our homework?
- Couldn't we invite your grandmother to our party?
- Shall we have a walk along the river?
- What would you say to a cup of coffee?
- Don't you think it is a good idea to watch TV?
- Does it matter if we use your car?

Accepting suggestions:

- Ok. Yes, let's.
- Yes, I'd like to.
- Yes, I'd love to.
- What a good idea!
- Why not?
- Yes, with pleasure.
- Yes, I feel like taking a walk.
- That sounds like a good idea.

Refusing suggestions:

- No, let's not.
- No, I'd rather not.
- I don't feel like it.
- I dislike going for a walk.
- What an awful / bad idea!



Dialogue:

Two friends talking about where to go this evening:

Alice: You know Alan, *why don't we go to the cinema to watch Titanic?*

Alan: *No, let's not.* We've seen the film many times before. *What about going to the library?* We have to finish our school project!

Alice: That sounds like a good idea. But when we finish *let's go to the café.*

Alan: Yes, I'd love to.

(A) I think you should buy the blue one.

(B) That's a good idea.

(A) I don't think you should sell your car.

(B) Thanks for the advice, but I really need the money.

(A) Let's go bowling tonight.

(B) Sorry, I can't. I'm meeting a friend for dinner.

(A) Why don't we go skiing on Saturday?

(B) Sounds like a good idea. Where do you want to go?

(A) Why don't you come with me to China?

(B) Thanks, but I've already been there.

18. Expressing Prohibition

Expressing prohibition

To express prohibition the following expressions are used.

To express prohibition you can use:

- It is **prohibited** to ...
- You **aren't allowed** to ...
- You **mustn't** ...
- You **aren't permitted** to ...
- It is **forbidden** to ...

Examples:

- Parking is strictly **prohibited** between these gates.
- Students **aren't allowed** to come too late to school.
- Drivers **mustn't** park their cars here.
- It is **forbidden** to walk on grass.
- Smoking **isn't permitted** in hospitals.



- People **aren't permitted** to throw rubbish here.

Conversation :

Notice how prohibition is expressed in this conversation

The security agent:	Hey, you. What are you doing here? You aren't allowed to enter this building.
Mr O'Brian:	Sorry, but I have an appointment with Dr Leila O'Biran. She's my daughter.
The security agent:	Show me your ID card please.
Mr O'Brian:	Here you are, sir.
The security agent:	Well...That sounds OK. Dr Leila O'Brian is in the 3rd floor. You can take the lift sir.

19. Expressing obligation

When it is necessary or obligatory to do something, you express obligation.

Obligation in the present:

- I **have to** finish my work before this evening.
- I **have got to** learn English if I want to live in the USA.
- I **must see** the doctor soon because I don't feel well.
- It is **obligatory** that I stop when the traffic light turn red.
- It is **necessary** that I take a taxi. I'm late.

Obligation in the past:

- I **had to** work extra hours to pay my bills.

Obligation in the future:

- I'll **have** to borrow money.

Things to remember:

1. The difference between "**Have to**" and "**must**" is that "**have to**" indicates that someone else has imposed conditions on us.

2. The simple past of "**must**" is "**had to**".

3. The simple future of "**must**" is "**will have to**".

4. **Should** also expresses obligation. But there is a difference between **must / have to** and **should**:

- **must / have to** = 100% obligation. "When the traffic light turn red, you must stop."
- **should** = 50% obligation. It's more an advice than an obligation. " You look tired. you should have a rest."

Conversation :

Policeman: Don't you know that you **must stop** when the traffic lights are red?

Driver: Sorry sir. I was so absent-minded that I didn't pay attention to the traffic lights.

Policeman: Well sir, you'll **have to pay** a fine!

20. Talking about likes and dislikes

Expressing likes:

- I like...
- I love...
- I adore...
- I 'm crazy about...
- I'm mad about...
- I enjoy...
- I'm keen on...

Expressing dislikes:

- I don't like...
- I dislike...
- I hate...
- I abhor...
- I can't bear...
- I can't stand...
- I detest...
- I loathe...

Examples of likes and dislikes :

I'm **mad about** basketball, but I **can't bear** ice hockey.
I **adore** reading poetry, but I **loathe doing** the housework.

If you neither like nor dislike something:

"I **don't mind** doing the housework."

Things to remember about likes and dislikes:

1. When these expressions are followed by a verb, the latter is put in the -ing form.
Examples:

"I like listening to music."

"I hate wearing sunglasses."

I like	VERB+ING
I detest	
I don't mind	

2. Note that " **very much** " & " **a lot** " always come after the things you like.

Examples:

"I like basketball **very much/a lot**. NOT" ~~I like very much/a lot basketball.~~"

3. Be careful when you use "I don't mind..."

Examples:

"Do you mind playing football?"

"No, I don't mind." (Although it's in a negative form, it means that it's ok for me. I neither love it nor hate it.)

Conversation :

Steve is at home. His girlfriend comes in...Notice how they express their likes and dislikes

Steve: Hello, darling. Do you fancy watching a film tonight?

Girlfriend: Oh, no thanks, I don't really feel like watching a film tonight. How about going out instead.

Steve: OK. Do you feel like going to the theater?

Girlfriend: Oh, no. I hate it. Do you like eating at the new Chinese restaurant?

Steve: I don't mind. The Chinese cuisine is alright.

Girlfriend: Well I really love it. Let's go.

21. Making invitations

Do you know how to invite someone to your house for dinner or to go to the movies?

What do you say in English when someone invites you?

Here are some common expressions you can use when making or responding to invitations

Inviting:

- Do you want to go to the movies tonight?
- Would you like to go to the theater tomorrow?
- Would you be interested in going to the stadium next Sunday?
- How do you fancy going to the restaurant for dinner?
- How about going to the movies?
- Care to come over for lunch?
- I was just wondering if you would like to come over for a drink.
- We'd be delighted to have you over for my birthday party.

Accepting invitations:

- Sure. What time?
- I'd love to, thanks.
- That's very kind of you, thanks.
- That sounds lovely, thank you.
- What a great idea, thank you.
- Sure. When should I be there?

Declining invitations:

- I can't. I have to work.
- This evening is no good. I have an appointment.



- I'm busy tomorrow. Can I take a rain check* on that?
- That's very kind of you, but actually I'm doing something else this afternoon.
- Well, I'd love to, but I'm already going out to the restaurant.
- I'm really sorry, but I've got something else on.
- I really don't think I can - I'm supposed to be doing something else.

Conversation:

Mike and Ann are in a wedding party:

- Mike:** Do you want to dance?
- Ann:** No thanks. I'm a bit tired right now
- Mike:** How about having a drink?
- Ann:** Sure, I'd love to!

22.Preferences

Talking about your preferences:

Questions about preferences

- Which do you prefer tea or coffee?
- Which do you prefer studying mathematics or physics?
- Which do you prefer to drink juice or mineral water?
- Which do you like better basketball or football?
- Do you prefer pizza or spaghetti?
- Would you prefer to eat a cake or an apple?
- Would you rather eat a cake or an apple?



Replies

- I prefer baseball.
- I'd prefer to drink juice
- I'd rather drink mineral water
- If I had a choice, I would eat a sandwich.
- A cup of coffee would be suitable.

Things to remember about preferences

1. "I'd prefer" + to + verb

2. "I'd rather" + verb

Conversation 1 :

Andra : Hi, Indri. I have bought these bags for us.

Indri : Whoa, how generous you are!

Andra : Yeah, I just got some money from my boss. By the way, do prefer the black one or the red one?

Indri : Oh, I think I like the red one better.

Andra : Ok, here the red one for you.

Indri : Thank you.

Andra: You're welcome.

Conversation 2 :

Anna : I never went to abroad hiks.

Elsa : Hihi, why? Do you really want to go abroad someday?

Anna : Of course I want.

Elsa : which one do you like going to Paris or Rome?

Anna : I dislike both, Heh.

Elsa : So? Where do you like to go?

Anna : I prefer going to Timur Leste, Hehe

Conversation 3:

Sania : Mom, where are you going?

Mom : I am going to Market. Do you want to come?

Sania : Of course. I love to go market with you, Mom.

Mom : Ok, would you take my bag over there?

Sania : Sure.

(On the market)

Sania : What will we buy today, Mom?

Mom : We will buy some fruits?

Sania : Wow, I like fruits.

Mom : Would you prefer mango or watermelon?

Sania : I prefer mango to watermelon.

Mom : And how about this one. Which one do you like grapes or orange?

Sania : I like grapes, Mom.

Mom : Ok, I will buy mango and grapes today.

Sania : Yeah, thanks Mom. Do we just buy fruits today, Mom?

Mom : No, we don't. We will buy some clothes for you.

Sania : Really Mom? I love my Mommy.

Mom : Would you rather this red long dress or this white long skirt and shirt?

Sania : I would rather red long dress than white long skirt and shirt.

Mom : Ok, I will buy this dress for you, Sania.

Sania : Thank you, Mom.

23. Talking about ability

How to express ability

To express that someone has the power or skill to do something, *can* and *be able* are used.

Examples:

- I can't help you. I am busy.

- I'm unable to help you.
- When I was young I was able to earn my living pretty well; I could work hard. Now I can't. I'm too old.
- I can stand on my head for five minutes.
- Can you speak Arabic?
- Yes, I can.

Expressing ability

In the present:

Express ability in the present as follows:

- I can speak good English.
- I can't stand on my head.

In the past

Express ability in the past as follows

- I was unable to visit him.
- I couldn't eat at all when I was ill.

In the future

Express ability in the future as follows

- I will be able to buy a house when I get a good job.
- The teacher can assist you after class if you have any questions.

Things to remember:

- *Can* is always followed by an infinitive without "to."
Examples:
I can ride my bike and I can drive a car, but I can't drive a lorry.
- *Can* in the past is *was able* or *could*
Examples:
When I was young I was able to earn my living pretty well. Now I can't; I'm too old.
I couldn't hear what he was saying.



- *Can* in the future is *will be able*.

Example:

When I finish my studies, I will be able to find a job.

Conversations 1:

A: Can you play the guitar?

B: Yes, but not very well.

A: Can Cyntia ride a bike?

B: No, she can't. He's too young.

A: Does Budi speak German?

B: Yes, he speaks very well.

A: Does Ricky sing?

B: Not really. He has no talent in that area.

A: Is Monica good at dancing?

B: Yes, she's a great dancer.

A: Do you know how to use a computer.

B: Of course!

Conversation 2:

Andi: Hi, Ando! How are you today?

Ando: oh, Hi Andi...! I'm fine, thanks.

Andi: do you have any planning for tomorrow?

Ando: no, I haven't, why?

Andi: would you like to going with me to my uncle's house?

Ando: of course, I would.

Andi: but, can you drive a car?

Ando: ***"don't worry, It's eazy. I've took a course and got a driving license, but I am not able to drive a big car."***

Andi: it doesn't matter, My car is a carry. So, you don't need to drive a big car

Ando: yeah. So, when we will go?

Andi: wait on your home, I will come there...

Ando: OK!.

Conversation 3:

James: Hi Steven! i need some help here

Steven: Hi James.. Help for what?

James: My bicycle has been damage, **"I have some items to fix this bicycle but i can't fix this**

stuff" Can you fix my bicycle Steve?

Steven: "Sure Why Not? Because my father always teaching me for repairng a bicycle"

James: Really? Wow that sounds awesome! Ok let's finish this job my best friend

Steven: Thanks for your compliment.Ok i will finish it

24.Common English Questions for Daily Conversation.

General Questions

1. What do you do?

This question means "What is your job/profession?"

- I'm a student
- I'm unemployed at the moment.
- I run my own business.
The word "run" means you are the primary person responsible for operating the business.
- I'm retired now. I used to be an engineer.
"Retired" means you have stopped working (usually after you are 60 or 65 years old).

2.Are you married?

- I'm divorced.
- Yes, I've been married for two years now.
- I'm engaged – we're getting married next year.
- No, but I'm in a relationship.
- Nope, I'm single.
"Nope" is an informal way to say "No."

3.Why are you studying English

- I love learning new languages.
- For works. So I can communicate when I travel.
- Because I'd like to immigrate to the U.S.
- I'm thinking of studying in England.
The correct way is "thinking of studying" and not "thinking to study."

4.Where/How did you learn English

- I've been studying on my own.
You can also say "studying by myself."
- I picked it up from movies and songs.
In this context, "picked it up" means "learned it casually."
- My girlfriend taught me.
- I did an intensive course.

5.What do you do in your free time?

- I go running a lot.
- I do volunteer work.
- I usually hang out with friends..
- I like reading and relaxing at home.

6.What's the weather like? / How's the weather?

- It's pouring – take an umbrella.
"Pouring" means raining very heavily.
- A little chilly – you might wanna bring a jacket.
"Chilly" means a little bit cold.
- Gorgeous – a perfect summer day!
- It's quite cold – make sure to bundle up.
"Bundle up" means to wear warm clothing for protection against the cold
- Hot and humid.
"Humid" means there is a lot of water vapor in the air.

7.What time is it? / Do you have the time?

- It's half past four.
This means "4:30"
- It's a quarter to twelve.
"A quarter" is 15 minutes – so this means "11:45"
- Let me check my phone.
- Sorry, I don't know.

Shopping & Social Questions

8. Can I help you? / Do you need any help?

This is a question that you might hear from an employee or salesperson in a store..

- Yes – do you have this in a larger size?
- Yes – where are the try-on rooms?
"Try-on rooms" means the place where you can put on the clothes to see if they are the right size and if you like them.

- Yeah, can you tell me how much this is?
- Yeah, I'm looking for something under \$30.
- No thanks, I'm just browsing.
"Browsing" means looking casually at the items

9. How's it going?.

- Fine. How are things with you?
- Not bad.
This means that things are OK.
- I can't complain.
- Do you really wanna know?
Normally when people ask "how's it going?" they expect a positive response like "fine" or "good." If you say "Do you really wanna know?" it means that things are going badly, but you are not sure if the other person wants to listen to your problems or not.
- Great! Couldn't be better!
This means that everything is excellent

10. How are you feeling?

- Like I need a vacation.
- A little depressed.
- Really awful.
You can say you're feeling "awful" for both physical and emotional pain.
- Great! Never better.
- I'm all right.

11. How was your day?

- Very productive.
- Super busy.
- A total nightmare.
A "nightmare" is a terrible, scary dream. Describing an experience as a "nightmare" means it was horrible.
- Really good!
- Pretty uneventful.
This means that nothing particularly special or interesting happened during the day

12. Did you like the movie

- It was terrible.

- It wasn't bad.
- It's one of the best I've ever seen.
- No, I didn't think it lived up to the hype.
This means the movie was not as good as its publicity presented.
- It was fantastic

13. How was the party

- It was a good time.
- Small, but fun.
- There was hardly anybody there.
- Boring – I couldn't wait to get outta there.
- Crazy – it was absolutely packed.
"Packed" means it was crowded; there were very many people there.

14. Can you give me a hand?

This means "can you help me?" – often with a physical task like moving furniture or carrying a box.

- Will it take long?
- Sure – just a sec.
This means "just a second" – you need the other person to wait one moment before you can help them.
- Sorry – I'm a bit busy at the moment.
- Of course!
- I'd be glad to.

15. What have you been up to lately?

This question means "What have you been doing recently?" – you can answer it in the present perfect continuous.

- I've been taking it easy.
This means "relaxing, not doing anything intense or stressful."
- Planning my summer vacation.
- Nothing much.
- I've been working a lot.

16. What's the matter?

This means "What's the problem?" – you can ask it to someone who appears sad or upset..

- I just found out my mother's in the hospital.
The phrasal verb "found out" means "discovered or heard some new information."

- I'd rather not talk about it.
This means "I'd prefer not to talk about it."
- Nothing, I'm fine.
- Oh, I'm just having a rough day.
A "rough day" means a difficult, bad day.
- I'm not feeling so good

Restaurant Questions

17. What would you like to drink? Just water for me.

- What do you have?
- Could we see the wine list?
- Nothing for me, thanks.
- Ice tea, please

18. Are you ready to order?

To "order" means to ask the waiter/waitress for the food you want to eat.

- What are the specials today?
"Specials" are featured dishes that might also have a discount.
- Yes, I'll have a Caesar salad and then the baked chicken with potatoes.
The most common way to order food is to say "I'll have..."
- Uh-huh. To start off, we'll split an order of nachos.
"To start off" means you are ordering an appetizer (small amount of food eaten before the main meal). "Split" means that two or more people will share/divide one order of food.
- Almost – I just have a couple of questions.
- Not quite – I think we need a little more time

19. Is everything OK?

While you are eating, the waiter/waitress will often come to your table and ask this question to check if you need anything.

- Could we have some more water, please?
"Could we have..." is a polite way to ask for something.
- Actually, I'm still waiting for my side dish.
A "side dish" is a small portion of food that accompanies the main meal.
- To be honest, my food is kinda cold. Could you heat it up?
"To be honest..." is a diplomatic way to introduce a complaint or negative comment.
- It's all delicious!

20. Can I get you anything else?

The waiter/waitress will probably ask you this after you have finished eating.

- “Just the check, please.
The “check” is the list of items and the total price to pay.
- Could I have a look at the dessert menu?
- I’ll have a slice of apple pie.
A “slice” is a single piece of a pie, cake, or pizza.
- No thanks – I think we’re just about done.
- Two decaf coffees, please.
“Decaf coffee” is coffee with no caffeine.

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