**Asking for information**

**Excuse me. could you tell me where ... is?**

**Excuse me. Can you tell me...?**

**Do you know...?**

**You wouldn't know..., would you?**

**Do you happen to know...?**

**I'd like to know..., please.**

**And there's another thing I'd like to know... would be interested to know...**

**Please could you tell me...**

**Asking for directions**

**Excuse me, could you tell me how to get to ... (place), please?**

**Which way is the ... (place), please?**

**Could you tell me where ... is, please?**

**Do you know where ... is?**

**Asking someone to repeat**

**Could you say that again, please?**

**Would you mind repeating that, please?**

**Could you repeat that, please?**

**'m sorry I didn't catch that.**

**I'm sorry, what was ... again?**

**I'm sorry? I beg your pardon?**

**I'm sorry, what was that?**

**Checking that you've understood**

**So, I / We have to... Do you want me / us to...?**

**Am I / Are we supposed to...?**

**Should I...?**

**So, the (general/basic) idea is to... Do you mean...?**

**Does this mean that...?**

**So am I right in saying...?**

**So, what you're saying is...**

**Expressing uncertainty**

**I'm not really sure but I think...**

**I can't say for certain but...**

**It's difficult to say exactly but perhaps...**

**I couldn't say, really... I'm not sure.**

**I don't know for sure but...**

**Giving yourself time to think**

**Well, let me see...**

**Let me think...**

**Let me get this right...**

**Um, well, that's a difficult question / that's an interesting question.**

**I'll have to / Let me think about that for a moment...**

**I think it's difficult to answer that question...**

**How shall I put it?...**

**Now, how can I best say this...?**

**Interrupting politely**

**Could I just say something?**

**Actually, I'd just like to say...**

**Sorry to interrupt, but...**

**Oh, while I remember / before I forget...**

**Excuse me... May I interrupt?**

**Saying you don't know**

**I'm afraid I can't help you.**

**I'm sorry, I don't know.**

**BEING POLITE Showing interest**

**Uh-huh!**

**Right!**

**Really?**

**That's interesting!**

**And? What then?**

**Oh? What happened next?**

**Showing that you're listening**

**Now, you mentioned...**

**So, that's how...?**

**Yes, I was going to ask you about that...**

**Could you give me / us an example of...?**

**Could you explain in more detail...?**

**Thanking and responding**

**Many thanks.**

**Thanks a lot. Cheers!**

**That's very kind of you.**

**Thank you very much Not at all.**

**It's a pleasure. / My pleasure.**

**You're welcome.**

**Don't mention it.**

**Any time.**

**That's OK / all right.**

**I'm glad to have been of some help.**

**Apologizing Sorry**

**I'm very/awfully/so/extremely sorry.**

**Excuse me.**

**Sorry, (it was) my fault.**

**I do apologise.**

**Please accept my apologies.**

**Accepting an apology**

**That's all right/OK.**

**Not to worry.**

**That's quite/perfectly all right.**

**No reason/need to apologise.**

**Don't worry about it**

## TALKING ABOUT ACTIONS

**Giving instructions**

**Make sure...**

**Remember... (to do).**

**Be careful... (not to do).**

**Don't forget... (to do)**

**Giving directions**

**Go straight on.**

**Take the first/second on the left / right.**

**Turn left / right.**

**Go along... as far as...**

**Take the number 7 bus / tram.**

**Get off (the bus / tram) at... (place).**

**Carry on until you see...**

**Look out for...**

**Checking someone has understood**

**Are you with me?**

**Did you follow that?**

**Have you got that?**

**Is everything clear so far?**

**Does that seem to make sense?**

**Sequencing actions**

**First of all, ...**

**Next, ...**

**Then, ...**

**After that, ...**

**Finally, ...**

**Making suggestions**

**Shall I / we... (do)?**

**Let's... (do).**

**Why don't I / we... (do)?**

**How about... (doing)?**

**What about... (doing)?**

**I think we should... (do).**

**I suggest that we... (do).**

**It might be a good idea if we / you... (do).**

**I think the best way of dealing with this situation would be to... (do).**

**If you ask me, I think we / you should... (do).**

**We could...**

**Agreeing to a suggestion**

**Yes, I think that's a good idea.**

**That's probably the best option.**

**Sure, why not?**

**Yes, definitely.**

**By all means.**

**Good idea!**

**Rejecting a suggestion**

**Yes, but wouldn't it be better to... (do).**

**That's a good idea, but... (do).**

**Making invitations**

**What are you doing on... (day)?**

**Have you got any plans for... (day/time of day)?**

**Would you like to... (do)?**

**Do you fancy... (doing)?**

**What about... (doing)?**

**Accepting an invitation**

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

**Yes, that would be great.**

**Refusing an invitation I'm afraid I'm busy on... (day).**

**How about next... (day)?**

**I'm sorry I can't.**

**I'm... (doing something else).**

**I'm afraid I can't make it.**

**I'm... (doing something else).**

**I'd love to, but...**

**That's very kind of you, but...**

**Expressing a preference**

**I'd much rather... (do) than... (do something else).**

**I prefer... to... I'd prefer to... (do).**

**I think... is much more interesting than...**

**I don't find... half as interesting as...**

**I like... better than...**

**Making recommendations**

**You mustn't miss the...**

**You must go to the...**

**You've got to... (do)**

**You'll love the...**

**I wouldn't recommend the...**

**You definitely wouldn't enjoy going to the...**

**Offering something**

**Would you like...?**

**What can I get you?**

**Help yourself to...**

**Please have some...**

**Would you care for some...?**

**Can I offer you...?**

**Can I get you a... / anything?**

**Accepting something that's offered**

**Yes, please.**

**Thank you very much.**

**That would be very nice.**

**I'd like some... , please.**

**Declining something that's offered**

**I'm all right/I'm fine, thank you.**

**No, thanks.**

**Not this time, thanks.**

**I'm not sure I could, thank you.**

**Asking for advice**

**What do you think I should do?**

**What would you do (if you were in my situation)?**

**What would you advise me to do?**

**Giving advice**

**I think you should... (do).**

**You could... (do).**

**Why don't you... (do)?**

**If I were you, I'd... (do).**

**Have you tried... (doing)?**

**Asking for permission**

**Can I.../May I..., please?**

**Do you mind if I...?**

**Mind if I...?**

**Any chance I could...?**

**I wonder/I was wondering if I could...**

**Would it be possible for me to...**

**Do you have any objection if I...?**

**Would it bother you if I...?**

**Giving permission**

**Of course. By all means.**

**Certainly. Yes, that's OK/fine.**

**You're welcome to...**

**Please feel free to...**

**Please don't hesitate to...**

**Sure. OK.**

**Go ahead.**

**Why not?**

**Refusing permission**

**I'm sorry it's not possible...**

**I'm afraid you can't.**

**I'm afraid that's out of the question.**

**COMMUNICATING IDEAS**

**Agreeing I'd probably agree on that.**

**I think that's probably right.**

**That's absolutely right.**

**Sure! That's exactly what I think.**

**I couldn't agree with you more.**

**That's what I think.**

**Disagreeing**

**Yes, but... True, but...**

**I see what you mean, but...**

**I suppose so, but...**

**Yes, but on the other hand...**

**I'm afraid I disagree / don't agree / can't agree...**

**I'm not sure if that's strictly true.**

**You have a point there, but...**

**Actually, I'm not sure if I agree with that.**

**Asking what someone thinks**

**What do you think?**

**What do you reckon?**

**What's your opinion about/of... ?**

**What's your position on...?**

**What's your reaction to...?**

**What's your take on... ?**

**Do you have any thoughts on... ?**

**Stating consequences**

**As a result, ...**

**Consequently, ...**

**Because of this, ...**

**Due to (cause),...**

**Expressing two points of view**

**On the one hand..., on the other hand...**

**Although I'd...,**

**I certainly wouldn't...**

**While I might...,**

**I don't think I'd...**

**Of course I'd..., but I'm not sure if I'd...**

**There's no doubt that it would..., but there's also a chance it might...**

**Giving examples**

**For example, ...**

**For instance, ...**

**One example of this is...**

**To give you an idea, ...**

**Look at the case of...**

**Take, for example, ...**

**Let' say, ...**

**Justifying your opinions**

**Personally, I (don't) think... because...**

**Let's (not)... because...**

**In my opinion, I (don't) feel... because...**

**I would definitely (not)... because...**

**It would be better to... as...**

**I (don't) feel that it's important to... as...**

**Linking what you're saying**

**Anyway, ...**

**True, but ...**

**As a matter of fact, ... ... sort of...**

**Hmm... ... you know... ... believe me...**

**Ordering / Sequencing**

**First of all, ...**

**To start with, ...**

**Secondly, ...**

**Another thing is that...**

**Alternatively, ... Last but not least, ...**

**Persuading But don't you agree that...**

**es, but I'm sure you'd agree that...**

**Don't you think that...**

**Presenting an opinion**

**Personally, I think that...**

**It seems to me that...**

**From my point of view, ...**

**In my opinion, ...**

**Prioritizing ... would be much more important than...**

**I don't think... would be nearly as important / urgent as... ... will definitely be the most / least ...**

**Speculating**

**It's difficult to say exactly but I suppose it could be...**

**I'm not sure but it might be...**

**It can't be... because...**

**It must be... because...**

**I would guess...**

**Summarizing**

**So what it comes down to is...**

**The point I'm trying to make is...**

**Let me just recap what's been said so far.**

**In short, ...**

**To sum up, ...**

**Basically, ...**

**Overall, it would seem that...**