

## UNIT 1

### SOCIALIZING AND INTRODUCING

#### a. How to approach the person you are meeting

Maintain good eye contact, smile, and stay calm and relaxed. Be sure to listen as the other person talks, and don't interrupt them – wait for them to finish before you initiate your response. Certain situations may create natural opportunities to approach people.



SOCIALIZING

When you go up to someone you are supposed to be meeting and whom you have never seen before, here are some phrases you can use and Someone also asks like these:

1. How do you start conversation in a meeting?
2. What do you say when meeting someone for the first time ?

3. How do you approach someone fearlessly ?
4. How do you start an uncomfortable conversation?

b. How do you start conversation in a meeting?

Useful Phrases

Ted : Are those your kids? They're so cute.	r ðoz j r kɪdz? ð r so kjut.
Mike : Are you here with your family?	r ju hɪr wɪθ j r fæm li?
Ted : Are you on vacation?	r ju n veke n?
Mike : Excuse me, .....?	ɪkskjus mi, .....?
Ted : Excuse my asking, but .....?	ɪkskjus maj æskɪŋ, b t .....?
Mike :Forgive me for asking, but .....?	f rgɪv mi f r æskɪŋ, b t .....?
Ted : Hi! Great party/music, isn't it?	haj! gret p rti/ mjuzɪk, ɪz nt ɪt?
Mike : How is your day going so far?	haw ɪz j r de goɪŋ so f r?
Ted : I hope you don't mind my asking, but .....	aj hop ju dont majnd maj æskɪŋ, b t .....
Mike : Sorry to trouble you, but.....?	s ri tu tr b l ju, b t .....?
Ted :Terribly hot/windy/cold, isn't it?	t r bli h t/ wɪndi/ kold, ɪz nt ɪt?
Mike : The weather is so nice today. Are you from around here?	ð w ð r ɪz so najs t de. r ju fr m raʊnd hɪr?
Ted : There are a lot of	ð r r l t v pɪp l

people out here today. Is this normal?	awt hɪr t de. ɪz ðɪs nɜːm l?
Mike : What kind of dog is that?	w t kaɪnd v d g ɪz ðæt?

Bob : Maria : So how have you been?	so haw hæv ju biːn?
Ron : Anna : I've been great. What about you?	aɪv biːn gret. w t baʊt ju?
Bob : Maria : I've been good too. I'm in school right now.	aɪv biːn g d tu. aɪm ɪn skul raɪt naʊ.
Ron : Anna : What school do you go to?	w t skul du ju go tu?
Bob: Maria : I go to PCC.	aɪ go tu PCC.
Ron : Anna : Do you like it there?	du ju laɪk ɪt ðeə?
Bob: Maria : It's okay. It's a really big campus.	ɪts oke. ɪts rɪli bɪg kæmp s.
Ron : Anna : Good luck with school.	g d l k wɪθ skul.
Bob : Maria : Thank you very much.	θæŋk ju v ri m t .

Mich Jean : Excuse me, could you tell me where the bus station is?	ɪkskjus mi, k d ju t l mi w r ð b s steɪʃ n ɪz?
Budi Anna : Sorry, I'm a stranger here.	s ri, aɪm strendə hɪr.

Mich Jean : That's all right. (to another person): Just a moment please. I wanted to go to the bus station.	ðæts l rajt. ( tu n ð r p rs n): d st mom nt pliz. aj w nt d tu go tu ð b s ste n.
Anto Anna : There are two bus stations here, one for the city buses and another for the long-distance busses. Where do you want to go?	ð r r tu b s ste nz hɪr, w n f r ð sɪtɪ b s z ænd n ð r f r ð l ŋ- dɪst ns b s z. w r du ju w nt tu go?
Mich Jean : The one for the long-distances busses.	ð w n f r ð l ŋ- dɪst ns z b s z.
Anto Anna : I'm afraid it is about twenty kilometers from here. From that bus stop over there you can take bus No. 4. It will take you to the bus station.	ajm fred ɪt ɪz bawt tw nti k l m t rz fr m hɪr. fr m ðæt b s st p ov r ð r ju kæn tek b s n mb r f r. ɪt wɪl tek ju tu ð b s ste n.
Mich Jean : Thank you very much.	θæŋk ju v ri m t .
AntoAnna : Welcome.	w lk m.

KariJJack : Excuse me for asking, but are you related to Maria?	ɪkskjʊs mi f r æskɪŋ, b t r ju r let d tu m ri ?
Laila Alfa : Yes. I'm her cousin. Do you know Maria?	j s. ajm h r k z n. du ju no m ri ?
KariJJack : Very well. We were classmates. I think we met once at Maria's house.	v ri w l. wi w r klæsmeɪts. aj θɪŋk wi m t w ns æt m ri z haws.
Laila Alfa : Did we? Emm.....	dɪd wi? emm..... j r ð

You're the girl who used to play the piano?	g rɪ hu ʤuzd tu ple ð piæno?
KarijJack : Exactly. My Name is Karina.	ɪgzæktli. maj nem ɪz karina.
Laila Alfa : I'm Laila. What are you doing now, Karina?	ajm laila. w t r ju duɪŋ naw, karina?
KarijJack : I'm working for ABC Company. How about you?	ajm w rkɪŋ f r ɒbc k mp ni. haw bawt ju?
Laila Alfa : I have my own business.	aj hæv maj on bɪzn s.

Ways to start conversation at a conference (without feeling weird)

1. Relax, everyone is there to connect.....
2. Talk to the person seated beside you.....
3. Approach someone who asked a great question.....
4. Ask a question yourself .....
5. Pay Attention to your body language.....
6. Hang out near the food or drink areas.....

c. What do you say when meeting someone for the first time ?

Here were some of our favorite tips

For making yourself memorable

When you first meet someone new :

1. Put on your talking hat. Flickr/Garry Knight. ...
2. Be blunt, controversial, and honest. ...
3. Be a little bit unusual. ...

4. Use confident body language. ...
5. Trigger emotions. ...
6. Be an engaged listener. ...
7. Smile. ...
8. Use their name in the conversation.

d. How do you approach someone fearlessly ?



1. Tackle approach anxiety. Are you deathly afraid of approaching people?
2. Get in the right mindset. You've decided to approach.  
...
3. Channel your inner storyteller. ...
4. Shake hands. ...
5. Remove the voices from your head. ...
6. Think like an economist. ...
7. Remove your serial killer look. ...
8. Remember that you're not auditioning for a play.

e. How do you start an uncomfortable conversation?



Rose : Hi Nina! (Hai Nina!)

Nina : Hi!

Rose : What's going on? You look sad.

Nina : No. I am not sad. I just feel disappointed.

Rose : Disappointed? Why?

Nina : Here. Look at my Math examination score.

Rose : Oh, I see (Oh, aku ngerti.)

Nina : I've studied very hard for the exam. But, that's all I get. I am very disappointed.

Rose : Oh come on! It's just one subject.  
Maybe you'll get a better score for  
the other subjects.

Nina : I don't know. I hope so.

Rose : Don't be too disappointed. Let's  
wait until all the examination  
scores come out.

Nina : Yeah.

1. Avoid the silence. ...
2. Speak in a private setting. ...
3. Sit. ...
4. Offer a warning. ...
5. Acknowledge your discomfort. ...
6. Be polite, yet direct. ...
7. Be an active listener. ...
8. Draw the conversation to a clear close.

It's (Mr. Jack), Isn't it ?
(MR/ MRS/ MISS Jeanson ) ?
Excuse Me, are You (Mr. Tedd) ?



f. How To Reply

You can reply to such an approach with one of the following Phrases :

Yes, That's right
Yes
Yes, That's right, and You must be (Mr. Jhon)

g. How to Introduce YOURSELF

When You would like to introduce yourself, here are some Phrases you can Use :

I'm (Jhon smith) My name's (Sally Jeanson)	
I am Pleased to meet you I've Been looking forward to meeting you So glad to Meet you	I'am (Tom Smith)

Introducing Yourself

In this example, Peter and Jane are meeting for the first time at a social event. After greeting each other, they begin by asking simple personal questions. Working with a friend or classmate, take turns practicing this role-play.

Peter : Hello.

Jane : Hi!

Peter : My name is Peter. What's your name?

Jane : My name is Jane. Nice to meet you.  
Peter : It's a pleasure. This is a great party!  
Jane : Yes, it is. Where are you from?  
Peter : I'm from Amsterdam.  
Jane : Amsterdam? Are you German?  
Peter : No, I'm not German. I'm Dutch.  
Jane : Oh, you're Dutch. Sorry about that.  
Peter : That's OK. Where are you from?  
Jane : I'm from London, but I'm not British.  
Peter : No, what are you?  
Jane : Well, my parents were Spanish, so I'm Spanish,  
too.  
Peter : That's very interesting. Spain is a beautiful  
country.  
Jane : Thank you. It is a wonderful place.

#### Key Vocabulary

In the previous example, Peter and Jane are introducing themselves. Several important phrases that they use in this exchange are:

- My name is...
- Where are you from?
- I'm from... (city, state, or country)
- Are you... (Spanish, American, German, etc.)

#### Introducing Other People

##### Introductions in Formal Situations

Introductions can occur between more than two people, for example at a party or at a business meeting.

When you meet someone for the first time, it is common to greet them by saying, "It's a pleasure to meet you," or "Pleased to meet you." It is polite to respond by repeating the statement back at them, as Mary does in this example:

Ken : Peter, I'd like you to meet Mary.

Peter : It's a pleasure to meet you.

Mary : It's a pleasure to meet you too!

Ken : Mary works for...

### Introductions in Informal Situations

In informal situations, especially in North America, introductions are also made simply saying, "This is (*name*).". It is also common to just say "Hi" or "Hello" as a response in this informal setting.

Ken : Peter, this is Mary.

Peter : Hi. How are you?

Mary : Hello! Pleased to meet you.

Ken : Mary works for...

### Common Introductory Phrases

As you can see in the previous examples, there are a number of different phrases that are commonly used to introduce strangers:

- (*name*), I don't think you've met (*name*).
- I don't think you know (*name*)
- May I introduce you to (*name*)
- (*name*), do you know (*name*)?

- (*name*), I'd like you to meet (*name*)

## Saying Hello and Goodbye

Many people begin and end conversations by saying hello and goodbye to each other. Doing so is considered good manners in many parts of the English-speaking world, and it's also a simple way to express friendly interest in whoever you're chatting with.

A simple greeting followed by asking about the other person is all that is needed to begin an introduction. In this brief scenario, two people have just met:

Jane : Hello, Peter. How are you?

Peter : Fine, thanks. How are you?

Jane : I'm fine, thank you.

Once you're finished speaking with someone, it's customary to say goodbye as you both part, as in this example:

Peter : Goodbye, Jane. See you tomorrow!

Jane : Bye bye, Peter. Have a nice evening.

Peter : Thanks, you too!

## Key Vocabulary

Key phrases to remember include:

- Hello... How are you?
- I'm fine, thank you
- Goodbye
- See you... (tomorrow, this weekend, next week, etc.)

- Have a nice... (day, evening, week, etc.)

### More Beginning Dialogues

Once you're mastered introducing yourself, you can practice your English skills with more exercises, including telling time, shopping at a store, traveling at an airport, asking for directions, staying at a hotel, and eating at a restaurant. Work with a friend or classmate to practice these role-playing dialogues, just as you did for these exercises.

to an Individual. Exchange names. If the introduction is formal, say "Hello, I'm [first name][last name]." If it's informal, say "Hi, I'm [first name]. Immediately after you've stated your name, ask for the other person's name by saying "What's your name?" in a pleasant tone.

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 ...

### Introductions

I'm so pleased to meet you – have you just been introduced to a new person and you want to tell them how nice it is meeting them? Well, this is just the right phrase to use on such an occasion!

I've heard so much about you – in case the person you're being introduced to is well known, this is just the right English small talk phrase to tell them during the introduction!

It's good to have you here! – sometimes you may want to make the new person feel welcome at the party or event, so this is what you tell them to make them feel included.

I'd like you to meet someone! – this is a typical way of introducing a new person to one or more people.

I am indeed! And you must be... – when someone else approaches you and calls you by your name, and you're pretty sure who that person is, this is the right English small talk phrase to use: "Hello, is it Mark?" – "I am indeed! And you must be James!?"

I'll leave you two to get acquainted! – if you have to leave two people you just introduced to each other, this is the perfect phrase for such a situation.

Please, call me... – a few minutes into the conversation with a new person you may want to lighten up the mood by giving the other person a permission to call you by your name or a more friendly version of your name: "And by the way Michael..." – "Please, call me Mike!"

I almost didn't recognize you! – sometimes we get to see people we haven't seen for a long, long time – and this English small talk phrase is the typical way of expressing your excitement at seeing them again.

Have we met before? – in case you really don't recognize the person saying hello to you, you can use this phrase to ask them if you've met before. Yes, it's a bit awkward, but there's really no better way of putting it!

It's good to see you again! – this is how you recognize the presence of an old friend or acquaintance when you meet them after a while.

#### h. How to Respond and Reply to an Introduction

When someone is introduced to you for the first time , you both shake hand and say:

How do You do (formal )
Hello (less formal)

I am	Nice to meet you
	Happy to meet you
	Glad to see you
It is	Nice to see you
	Great to see you
	Pleased to meet you
	Pleased to see you

#### Practice I

1. Mr. Jack Brown is meeting Mr. Patrick Terry
2. Miss Elsie Lawson is meeting Mr. Roger More
3. Miss sally Green is meeting Miss Sarah jones
4. Mr. Simon William is meeting Mrs. Fiona Richards

## 5. Mrs. Novel Smith is Meeting Mr. Ted Deanson

### i. How to Introduce someone who is with you

If there is someone with you and you wish to introduce them to the other person. Here are some phrases you can use ( again, people shake hands and greet one another as above:

May I introduce and this is	My girlfriend/boyfriend My wife/ husband	Janet/ James
	My secretary My Business colleague	Jane Smith/ Tom williams

### How to write an email introducing someone?

#### Tips for Making Introductions

Mention the reasons in your email. Share a few details that will jump-start the connection. Ask permission from each party before making the introduction unless you know that the individuals are open to introductions. Asking shows respect and an awareness of people's privacy needs.

Introducing people is both an art and a means of ensuring good manners. A good introduction can get people off to a great conversational start and can help ease any discomfort or unease at meeting for the first time. When you introduce people, the most important, and trickiest, part can be to figure out who should be



introduced to whom, based on rank and authority. Once you have that figured out, you can easily help two people get to know each other — and even to start a great conversation in the process.

### Practice II

Work in Groups of three. Take turns to approach and introduce yourself in a stranger. Then introduces the person who is with you. Use the following situation :

1. Susan Blake is meeting James Brown and his girlfriend, Gloria Smith
2. Charles Watkins is meeting Mrs. Green and her daughter, Jean.
3. Barbra Hellington is Mr. Jhon and his business colleague, Jack smith.

### J. How to make Polite Remarks about the journey



JOURNEY

When you wish to make a polite remark about a person's flight or journey, here are some phrases you can use :

Did you have a good How was the	Flight Trip Journey
Was the (trip) all right ? I hope you had a pleasant (Journey)?	
A Good crossing	I Hope
A Pleasant flight	
A comfortable journey	

### How do you say polite way by the way?

The phrase by the way is not especially informal, and you may freely use it in formal situations. However, if you wish to use a variant which is more formal, then you could use a substitute such as: Speaking of which, This brings to mind.

### How do you say up to you politely?

"It's up to you" is a pretty polite way to let someone else make a decision. A more direct and less polite way is: I don't care.

### What are the polite expressions?

Words that are polite include "Please," "Thank you," and "Excuse me." "Excuse me" is what I say when I would like the attention of another person. I can use

my words to say, "Excuse me" when I want to talk to another person. When I use "Excuse me" I wait for the other person to look at me, move, or speak to me.

What can I say instead of my opinion?

Here are some of the most popular alternatives for "in my opinion":

- In my view.
- If you ask me.
- It seems to me.
- From my perspective.
- I believe.
- From my standpoint.
- According to me.
- In my point of view.

What are some respectful words?

Synonyms for respectful

- Admiring.
- Appreciative.
- Civil.
- Considerate.
- Deferential.
- Gracious.
- Humble.
- Obedient.

## 5 Tips for Polite and Diplomatic Language

we are going to teach you 5 ways to be polite and diplomatic in your speaking.

If you're too direct when you speak you can come across as aggressive and this might put people off. This is true in business meetings and negotiations, but also in many other day to day situations. Here are 5 ways you can make your English more polite, indirect and diplomatic. Follow these tips and you should make the right impression when you talk to people.

### 1. Listen and be understanding

If you show other people that you are listening to them, and that you understand them, they will be more willing to listen to you and accept your opinion. Don't just say "*I disagree*", show them that you are listening and that you understand them before you explain your opinion.

You can do this by using statements like:

*Yes, but...*

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

*I agree up to a point, but*

For example:

*I think we should wait until a better opportunity comes along.*

*Yes, but we might not get another opportunity like this for a while.*

*I think we should ask for a 20% discount because it will show them that we are serious.*

*I see what you mean, but I think 20% might be a bit too much. It might put them off.*

## 2. Avoid negative words - instead use positive words in a negative form

People react to positive sounding words, even if they are used with a negative auxiliary.

Don't say : *I think that's a bad idea.*

Say : *I don't think that's such a good idea.*

Let's go for a good cop, bad cop approach in this negotiation!

*I don't think that's such a good idea. They might see through it.*

## 3. Say the magic word : Sorry

This word can be used in many ways : to interrupt, to apologise, to show you don't understand, to disagree. It diffuses tension and it allows you to start a statement more comfortably.

*Sorry, but can I just say something here*

*Sorry, but I don't really agree*

*Sorry, but I think that's out of the question*

#### 4. Use little words to soften your statements

Break down negative sentences with some softeners.

Don't say : *I don't like it*

Say : *I don't really like it I'm afraid*

Don't say : *Can I say something?*

Say : *Can I just say something here?*

Don't say : *I didn't catch that*

Say : *Sorry, I didn't quite catch that*

#### 5. Avoid 'finger pointing' statements with the word 'you'

This is aggressive and too direct. Try to avoid saying 'you' and put the focus on 'I' or 'we'.

Don't say : *You don't understand me.*

Say : *Perhaps I'm not making myself clear.*

Don't say : *You didn't explain this point.*

Say : *I didn't understand this point.*

Don't say : *You need to give us a better price.*

Say : *We're looking for a better price.*

So, those are our 5 pieces of advice for being polite and diplomatic. Try to use them when you speaking and you will become a more effective communicator in English.

#### j. How to Reply a polite inquiry about the journey

When someone makes a polite inquiry about your flight or journey, you can reply with one of the following :

Yes	Very good Indeed Quite Good Fairly Pleasant Pretty good	Thanks
	Not too bad, thanks, but (I don't) like flying	
No	Not very good A bit rough Rather tiring Pretty exhausting Not too good	I am afraid

"Thank you" is the reply to "happy journey". You can reply like - "Thank you so much for your wishes and see you soon." When someone says "happy journey" it means they are wishing you to be happy in the whole journey.

What do you say to someone traveling?

General Phrases to Use in Your Card

Bon voyage and good luck!	Have a nice trip!
Have a safe trip back home!	Wishing you a happy trip!
Have safe travels!	Have a safe flight!
Have a happy and safe journey!	Have a safe flight!
Best wishes on your trip!	Have a fun and safe trip!

How do you wish someone a good trip?

“Have a Good Trip” to a Friend

1. Have a wonderful trip, dear friend. ...
2. The world is your oyster, my dear friend. ...
3. Congratulations on your trip. ...
4. May your trip be pleasant and devoid of any form of stress or discomfort. ...
5. I hope you achieve everything you hope to achieve on this journey.

What can I say instead of safe travels?

safe trip

- Safe journey.



- Good trip.





- Bon voyage



- Nice trip.



- Safe travels.



- Good journey.



- Good riddance.



- Have a good trip.



Is it correct to say have a safe trip?

No that's not grammatically correct. These are better: Safe travels, have a safe trip, have a safe journey or stay safe while travelling. A better formation would be 'Have a safe journey'. Here journey is a noun and using it, instead of travel in this sentence, is grammatically correct.

k. How to suggest leaving and offering help with luggage

When you want the person to accompany you and you want to offer to help with luggage, you can use one of the following Phrases :

Well,	<u>If you would like to follow me</u> <u>Shall we go, then?</u>	I have got a (car) waiting outside
Now,	<u>Let me take your things</u> <u>Let me help you carry your bags</u>	The (station)'s just (opposite)

What do you do with luggage after check out?

Just ask the front desk for a checkout as late as possible if it still is not time to leave for the airport ask them to hold your bags in the office until it's time to leave. Usually you can get an access key to move about the property after you turn in your room keys

### Can I claim for damage to my suitcase?

If your luggage has been damaged or lost, you can claim compensation from either the airline or your travel insurance provider. ... For delays, write within 21 days from when you handed your luggage to the airline. If your bags haven't turned up after 21 days, they are considered lost.

### How much do you tip a baggage handler at an airport?

You should tip the outside baggage handler according to the number of bags you have. "Consumer Reports," Trip Advisor and "U.S. News and World Report" all agree that the standard tipping amount is between \$1.00 and \$2.00 per bag.

### DO you leave luggage at a hotel you're not staying at?

Yes you will be able to leave your bags at a hotel you're not staying at. Just make sure to tip nicely. You may also be able to just jump in a taxi, go to the airport, check-in your bags and be back on the Strip in no time. Some of which you would get back later by not having to get to the airport until a bit later.

## I. How to reply to an offer of help



Certainly, Yes, all right Thank you	I'm really looking forward to saying in (London)
Thank you very much Thank you	That's very kind of you They are a bit heavy
It's all right, thanks	I can manage They're not very heavy

### Practice 4

Work in pairs, taking turns to make a suitable reply to the following :

1. Well, If You would like to follow me, I have got a car waiting outside.
2. Well, Shall we go, then? The car's just outside
3. Now, let me take your things. It is not far to the car park
4. Now, let me help you carry your bags. It is not very far to the underground

5. Well, if you would like to follow me. We can get a taxi to my office
6. Well, shall we go, then? We can get a bus just outside the station

### Practice 5

Work in pairs or groups of three, taking turns to meet or be met, asking and answering questions about the flight, luggage, etc.

## Offering Help

Can I help you?	
Can I give you a hand?	
Do you need a hand?	
May I offer my help?	
Do you need anything?	
How may I help you?	



## UNIT 2

### ASKING AND ANSWERING QUESTIONS



- A. How to ask and answer direct questions where a short YES or No Answer is expected

When you ask someone a direct question and expect a short, Yes or No answer here some of the most common types of questions used.

You can ask :

Answer :

Are you	Cold ?	Yes, I am
	Waiting for someone?	No, I am not
	Coming on Friday?	
IS	Your sister with you ?	Yes, He (is)
	It raining ?	No, It isn't
	Your brother married?	
Are there	Any rooms to let ?	Yes, there are
	Any questions you would like to ask ?	No, There

		aren't
Is there	A station near here ? Time to buy a newspaper?	Yes, there is No, There isn't
Were You	Late this morning? Born in England ? Waiting long?	Yes, I was No, I wasn't
Was	Your brother with you last night ? It cold this morning ? Your mother angry with you?	Yes,(he) was No, it wasn't
Were there	Many people at the party ? Any problems ?	Yes, there were No, there weren't
Was there	A lot of traffic this morning ? Anyone there you knew?	Yes, There was No, There wasn't
Can	You swim?	Yes, (I) can
	You come back tomorrow Your sister play tennis ?	No (she) Can't
Have you	(got) any cigarettes? Told him yet? Ever been to Paris?	Yes, I Have No, I Haven't
Has	Your brother (got) a car? It stopped raining yet? Mrs. Jeans arrived?	Yes, (he) has No (it) Hasn't
Do you	Come from France? Speak English?	Yes, I do No, I do not



	Live in a flat?	
Does	Your wife play bridge? This pen belong to you? He know you're here?	Yes, (She) does No, (it) doesn't
Did you	See him yesterday? Like the play? Go a way last summer?	Yes, I did/ No I didn't
Did	It rain last night? Your brother go with you? He tell you to wait here?	Yes, (It) did/ No, (he) didn't

Simple yes or no questions

Yes / No questions (closed questions)

Questions	Responses
Can we stay?	Yes. / Yes, we can. / Yes, we can stay.
Could this be true?	Yes. / Yes, it could (be true).
Should they stop?	No. / No, they shouldn't (stop)
May I help you?	Yes. / Yes you may (help me).

### What are auxiliary questions?

Auxiliary verbs (also known as 'helping verbs') include be, do and have. They are used along with the main verb in a sentence to make questions, negative statements, passives and tenses. In this question, "Do you like Chinese food?" do is the auxiliary verb, like is the main verb.

### What are the 24 auxiliary verbs?

be (am, are, is, was, were, being, been), can, could, dare, do (does, did), have (has, had, having), may, might, must, need, ought, shall, should, will, would.

### What is auxiliary verb in English?

An auxiliary verb helps the main (full) verb and is also called a "helping verb." With auxiliary verbs, you can write sentences in different tenses, moods, or voices. Auxiliary verbs are: be, do, have, will, shall, would, should, can, could, may, might, must, ought, etc. I think I should study harder to master English.

### What is primary auxiliary verb?

The "primary" auxiliary verbs are be, have, and do—they occur most commonly in English. ... Be and have are used as auxiliaries to conjugate the continuous, perfect, and perfect continuous tenses.

### What is the difference between helping verb and auxiliary verb?

These terms mean the same thing. A word that completes the main verb can be called either the "helping" verb or the "auxiliary" verb. This is a verb used in forming the tenses, moods, and voices of other verbs. ... Auxiliary verbs used with other verbs form what are called verb phrases or verb strings.

## Practice 1

Conversation : Question and Answer

- Mery : Is Katty a student or a teacher?  
Zaince : She is a student.  
Mery : Are they studying or playing?  
Zaince : They are playing.  
Mery : Do you live in Bengkulu or Jakarta?  
Zaince : I live in Jakarta.  
Mery : Does he work in Bengkulu or Jakarta?  
Zaince : He works in Bengkulu.  
Mery : Did you go to movie or to restaurant?  
Zaince : I went to the movie.  
Mery : Are you working or studying?  
Zaince : I am studying.

## Practice 2

Work in pairs. A asks direct questions, using the words below. B gives a short Yes or No answers.

Ask B If

1	He/she is English
2	It's cold today
3	There are any mountains in his/her country
4	There's a swimming-pool near here
5	He/she was born in Bengkulu
6	It was warm yesterday

7	There were any good programmes on TV yesterday
8	There was a lot af traffic this morning
9	He/she can play the piano
10	His/her parents can speak English
11	He 's/ she's got a car
12	He's/she's ever been to Scotland
13	His/her mother has ever been to Bengcolen
14	He/she lives in a dormitory
15	It snows a lot in his/her country
16	He/she learnt English at school
17	It rained last week-end
18	He /she went out last night

B. How to ask and answer direct questions where a longer answer than Yes or No is expected

When you ask some one a direct question and want a more detailed answer than yes or no, begin your question with a question word (eg : why, what etc)

Here are some questions you can ask :



Asking something

What's	Your name ? The time? That building over there?
What	Nationality are you? Do you usually do at week-ends? Have you been doing today?
How's	Your mother? He going to get home? It going?
How	Do you know he lives in a dormitory? Many people live in your city? Did you get home last year?
When	Do you usually start work? Did you first visit Bengkulu? Can you see me?
How long	Does it take to get to Bengkulu? Can you stay? Have you been working for the Campus?
Where	Do you live? Did you go last year? Have you put my tie?
Which	Car isn his? Country do you come from? Job did you finally take?
Why	Do you want this job? Are you late? Did you say that to her?

## Practice 2

Work in pairs. Take turns to ask and answer direct questions, using the words below : Ask someone :

1. What the time is
2. What they did last night
3. What sort of books he/she likes reading
4. How he / she is
5. How he/she usually gets to work
6. When he/she got up this morning
7. When she/he first visited Indonesia
8. How long he 's/she's been learning English
9. How long it takes him/her to get home from here.
10. Where he /she lives
11. Where he /she went last night
12. Which K-pop group he/she likes
13. Which country he/she comes from
14. Why he's/she's learning English

- C. How to ask a direct question when you already think you know what the answer will be.



Answering

*Sometimes people ask questions even though they are almost certain of what the answer will be. Here are some ways of asking questions.*

*When you expect a yes answer:*

You are married,	<i>Aren't you?</i>
You were born in Indonesia,	<i>Weren't you?</i>
You can Come tomorrow,	<i>Can't you?</i>
You have got a car,	<i>Haven't you?</i>
You do smoke,	<i>Don't you?</i>
You did thank him,	<i>Didn't you?</i>

*When you expect a No answer :*

You aren't cold,	Are you?
You weren't ill last week,	Were you?
You can't swim,	Can you ?
You haven't been here before,	Have you ?
You don't live in Bengkulu,	Do you ?
You didn't see him yesterday,	Did you ?

- D. How to reply by confirming that the answer IS YES OR NO, i.e Giving the expected response

Yes, (that's right)	I am
	I was
	I can
	I have
	I do
	I did

NO	I am not
	I wasn't
	I can't
	I haven't
	I don't
	I didn't

- E. How to reply by not confirming the person's questions,  
i.e. giving the unexpected response

Well, as a matter of fact	I'm not
	I wasn't
	I can't
	I haven't
	I don't
	I didn't

Well	I am	Actually
	I was	
	I can	
	I have	
	I do	
	I did	



## UNIT 3

### FINDING THE WAY



#### a. How to ask someone the way

When asking someone the way to a particular building, street, etc., You can use one of the following phrases :

Excuse me	<i>Can you tell me the way to (Sudirman Road)</i>	Please ?
	<i>Can you tell me Where (the post office) is</i>	
	<i>Could you tell me how to get to ( Halamahera Street)</i>	
	<i>I am looking for (the library)</i>	

Asking Directions :

Could you tell me where.....?
Pardon me, can you tell me.....?
Where can I find.....?
How do I get there.....?

b. How to say you are unable to give directions

If you yourself are asked and do not know the way, here are some phrases

you can use :

I'm sorry	<i>I don't know</i>	I'm a strange here myself
	<i>I've no idea</i>	
	<i>I don't know</i>	
I'm afraid	<i>I can't help you</i>	

Practice I

Work in pairs A looks at the pictures and asks B the way to the places listed B is a stranger in the town and replies accordingly.

1. The cinema



2. The post office



3. The police station



4. The library



5. The train



## 6. The museum



## 7. The drug store



## 8. The hospital



## 9. How to give simple directions








When you are asked the way to a building or a street farther along the street you are now in, you can use one of the following phrases :

Walk	down	This road/street, and it's
Go	along	
Carry on	up	





### Giving Directions

**PART ONE:** Learn / revise some words and expressions related to directions.

VERBS

				
turn left	turn right	go straight ahead	go past ...	cross

PREPOSITIONS OF PLACE

			
at the corner of ...	next to	opposite	between



### DESCRIBE ABOUT YOUR POSITIONS

On the	left    right	next to	the bank	
		near	the cinema	
			the post office	
			the car park	
		opposite	the police station	
the	first second third	turning street road	On the	right   left
At the corner of the High street and Halmahera Road				

#### c. How to give more complex directions

When someone ask you the way to a building, street, etc., and it is in, or off, a different street from the one in which you are now standing, you can use the following phrases :

Go straight	up down	this	road street
Go long			

Untill you	Come get	to a	Post office
			Set of traffic lights
			church
			mosque
			crossroads
As far as the			pub
Then turn	Left	Into At	(Sudirman Road)
			(Halmahera Street)
			(Cherry Avenue)
	right	At the (next)	crossroads
			Junction
			Set of trafic lights
			Post office, etc.

Then take the	first second third	Turning road	On the	left right
Then turn (left), then (right)				

And it's at the end of	The that	Road,on the	Left Right
------------------------	-------------	----------------	---------------

d. How to give an idea of distance

IT + takes + object pronoun + Time + to infinitive
It takes me two hours to go to Bengkulu by Bus

It's	Not (very) far Only about ( 6 minutes) from here Quite near here (actually)
It won't take you very long	To get there
It'll only take about (10 minutes)	



## UNIT 4

### SUGGESTIONS



a) How to ask for a suggestion

When you ask someone to suggest something, here are some phrases you can use:

What	Shall we	Do tonight ?
	Do you suggest we	
	Would you like to	
	Do you want to	
	Can we	
Where	do you fancy	Going at the week-end?

b) How to make a suggestion

When you make a suggestion, here are some phrases you can use :

What about	Going to the pictures?
How about	
Do you fancy	
Do you feel like	
Shall we	Spend the week-end in Jakarta?
Let's	
Why don't we	
Why not	
I suggest we	
Would you like to	

### Practice 1

Match up the requests from A with an appropriate suggestions from B

A	B
What do you fancy eating tonight ?	Let's go and stay with my sister in Kalimantan ?
Where do you want to go tonight?	How about a nice curry?
Who do you suggest we invite to the party?	Why don't we ask our English teacher?
What can we do at the week-end?	I suggest we go and see her at Easter?
Where shall we go for our holidays?	Why not go to the pub?
When would you like to visit your cousin in Kalimantan?	What about going to Bengkulu?

## Practice 2

Work in pairs, A makes up a question using the following words. It answers with an appropriate suggestion:

A. Asks :

1. Where they should go tonight
2. What they should do at the week-end
3. How much they should pay
4. What they should eat tonight
5. When they should go and see that film
6. How many people they should invite to the party

c) How to accept a suggestion

YES	Good idea
	That's a marvellous idea
	That would be nice
	That seems all right

d) How to half-accept a suggestion



Well,	We could		But (there aren't any good films on at the moment)
	That's a good idea	I suppose	
	It's not a bad idea		
Yes, I suppose we could			

e) How to reject a suggestion



How do you politely refuse a suggestion?

### GUIDELINES

1. You should give a polite response if you are rejecting the reader's suggestion. Acknowledging the customer's or employee's idea can serve as a useful public relations tool.....
2. Offer a compliment or thank the reader for presenting a suggestion.
3. Explain why you turned down the idea.
4. End with a positive comment.

To refuse

- Formal : No, thank you
- Formal : No thank you, I don't want to disturb.
- Formal : That's very kind. Unfortunately, I \_\_\_\_ (reason).
- Formal : I'd like to, but \_\_\_\_ (reason).
- Formal : I won't be able to attend.
- Neutral : I'm okay/ fine, thank you.
- Neutral : I'm sorry, but I can't.
- Neutral : No, but thank you for asking.
- Neutral : Thank you, but you don't need to worry.
- Informal: Thanks, but \_\_\_\_ (reason).
- Informal: No, thanks.
- Informal: That's alright.

Now take a look at some dialogues and pay attention to the various ways to offer, accept and refuse in each one:

At a birthday party:

- Mindy : Would you like another slice of cake?
- Jerry : Oh, no. I'm fine, thanks.
- Mindy : Come on, go ahead, there's a lot left.
- Jerry : I know, but I've already had too much.
- Mindy : Well, maybe some more soda, then?
- Jerry : Okay then, I'd like some.

At the university

- Jane : Hey guys. I'm having a party on Saturday at my place. Do you want to come?

- Michael : Thanks for the invitation, Jane, but I'm busy on Saturday.
- Jim : Sounds cool, I'll be there!
- Jane : How about you, Pam, are you free?
- Pam : Sure, I can make it!
- Jane : Great! I have to go because I'm late for class, see you there!

At a restaurant

- Waiter : Good evening. Would you like to see the menu?
- Kevin : Yes, please.
- Waiter : In a minute, sir.
- Waiter : Here it is.
- Kevin : Thank you. I would like the ravioli, please.
- Waiter : Can I get you anything to drink?
- Kevin : Some red wine would be good, thank you.

No	I can't I don't think so I don't think I can I don't really feel like (going to the pictures)
Well	I'm not sure. I don't really like (curry) very much I'd rather not, if you don't mind

f) How to make a counter-suggestion

Well,	I'd rather	(go to the library)	If you don't mind If that's all right with you
Mmmm, but wouldn't you	Prefer to rather	(go dancing)?	

Practice 3.

Match up the suggestions from A with the most appropriate response from B

A

What about going for a walk ?
Shall we watch Halmahera Street tonight?
Let's get married next week-end
How about having a party on Friday?
Why not go to Jakarta in the summer?
Do you fancy going to a Indonesian restaurant tonight?

B

I'm not sure, I donot really like Indonesian food very much
Mmmm, but wouldn't you prefer to go to Scotland again?
Well, I'd rather not, if you don't mind
I can't, I'm already married
Well, I Think I'd prefer to watch the serial, if that's all right with you

Well, we could, I suppose, but remember we've got to get up early on Saturday morning.

g) How to give tentative advice

Problem : I can't seem to cope any more

Perhaps Maybe	You ought to You should	See a psychiatrist
Well,	It might be a good idea to Perhaps you could	
Well,	You could consider You might like to try	Going a way somewhere for a short rest



## UNIT 5

### LIKES, DISLIKES AND PREFERENCES



#### a) How to Express likes

When talking about your likes, you can use the following words and phrases :

Expressing likes and dislikes

To talk about your likes and dislikes, you can use these expressions.

*Expressing likes:*

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

I	(quite)	Like enjoy	Jazz French food
I	(Really)	Like Enjoy love	Cooking Dancing Football
I'm	(rather) (very) (Extremely)	Fond of  Keen on	Parties Music Jogging

b) How to agree or disagree with a person's like

*Expressing dislikes:*

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

Agreeing :

Do you ?	So do I Me too
Are you ? So am I Yes, me too	
Yes, I like (dancing) too	

Disagreeing :

Do you ?, I don't Oh, I don't
----------------------------------

Are you ? I'm not
Oh, I don't like (french food) at all

*Expressing agreement / disagreement*

- I agree with you 100 percent.
- I couldn't agree with you more.
- That's so true.
- That's for sure.
- (slang) Tell me about it!
- You're absolutely right.
- Absolutely.
- That's exactly how I feel.
- Exactly.
- I'm afraid I agree with James.
- I have to side with Dad on this one.
- No doubt about it.
- (agree with negative statement) Me neither.
- (weak) I suppose so./I guess so.
- You have a point there.
- I was just going to say that.

*Expressing disagreement*

- I don't think so.
- (strong) No way.
- I'm afraid I disagree.
- (strong) I totally disagree.
- I beg to differ.
- (strong) I'd say the exact opposite.
- Not necessarily.

- That's not always true.
- That's not always the case.
- No, I'm not so sure about that.

### PRACTICE 1

Work in pairs. A Imagines he /she likes the subjects illustrated below, and expresses his/her liking. B agrees or disagrees accordingly.

#### 1. Jogging



#### 2. Dancing



#### 3. Tea (drink tea)



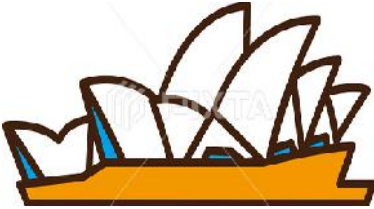
#### 4. Football



#### 5. Swimming



#### 6. Opera



#### c) How to express Dislike

When talking about your dislike, you can use the following words and phrases :

Don't like
Dislike
Hate
Detest
loathe
Can't stand
Can' bear

d) How to agree or disagree with a person's dislike

Agreeing	Disagreeing
No, Neither do I No, Nor do I	Don't you? I do Oh, I do. I love (people who smoke)
No, I don't like (Chinese Food) either	Do you? I don't Oh, I don't. I love (watching TV)
Yes , So do I Me too	Can't you? Oh, I don't mind (people who smoke) at all/one hit
Yes, I Hate (people who smoke) too	
No, Neither can I Nor Can I I can't (stand them) either	

## Practice 2

Work in pairs .A Imagines he/she dislike the subjects illustrated below, and expresses his/her dislike. B agrees or dis agrees accordingly. Try to use as many different phrases as possible.

### 1. Hitch-liking



2. Singing



3. Drink coffee



4. Chinese food



5. Walking



## 6. London



## 7. Driving



## 8. Pop music



### e) How to ask about particular Likes and Dislikes

Do you	Like	Large
Don't you	Enjoy	cars?
	Love	Watching
	Dislike	TV?
	Hate	French
	Detest	Food?
	loathe	Sunshine?



Are you	Fond of Keen on	Rain? Dancing ? Reading ?
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And How to respon :

Yes	I do I am Very Much I love it/ them I quite like it/ them
No	I don't I am not Not really/particularly Not at all I hate it/them I can't stand it /them

Conversation : Like and dislike

Yoana : I'm haven't done it yet.

Alfa : Why? You have to finish it, because all the class have to submit it this morning.

Yoana : I do not like English.

Alfa : I also used to hate English. However, this time I really like it.

Yoana : Really? How do you do that?

Alfa : I did not like English because I could not speak fluently. That inability made me as the dumbest kid in English class.

- Yoana : That is a bad story. Ok, I'm more curious how you could love English. While, you were a dumb student in that subject.
- Alfa : I started to use English every day. I always tried to communicate by using English.
- Yoana : And then?
- Alfa : After a couple of years of studying English, I can use English well, and this time I am a student with the highest grade for English subject.
- Yoana : Right now, I think you really like it, isn't it?
- Alfa : Yes, you are absolutely right. I really like English.
- Yoana : So, what should I do? So that, I can be like you.
- Alfa : I think you have to find a reason why you do not like the English.
- Yoana : I do not like the English teacher, that is the cause.
- Alfa : Why don't you like the English teacher?
- Yoana : He is so grumpy.
- Alfa : How can the teacher do not be grumpy anymore?
- Yoana : I have to be a diligent student, so he will be friendly with me. Some kids are never scolded just because they are diligent and smart.
- Alfa : That is the best solution. Do it.

Yoana : Ok, I will continue to learn English to become a smart student. Thank you Ali.

Alfa : You're welcome.

### PRACTICE 3

Work in pairs. Look at the topics in practice 1 and practice 2 and take turns to ask and answer questions about your likes and dislikes

What	Don't you like		Doing in your spare time ?
	Do you	Like Enjoy Dislike Hate Detest loathe	
	Are you	Fond of Keen on	

How to answer :

I	Like Enjoy Love Dislike Hate Detest loathe	Motor-racing Skiing Painting Cooking huge meals travelling
I am	Fond of Keen on	

f) How to ask about types of likes and dislikes

You can ask :

What	Sort of Kind of Type of	Books Clothes Films Music food	Do you	Like ? Dislike?
Who	Is are	Your (least) favorite	Author(s)? Pop group(s) ?	

And answer :

Well, I	Like Don't like	Science fiction Jeans Westerns Pop music Indian food	Very much	
There's a difficult question, but		Possibly perhaps	Thomas Hardy Abbu	
My (least) favorite		Author ? Pop group?	Oh without doubt	Tho mas Hard y Abbu
Oh,		Thomas Hardy Abbu	Of course	

## Practice 5

Work in pairs. Take turns to ask and answer questions about your likes and dislikes. Use the following words :

1. What sort of music \_\_\_\_\_?
2. What Kind of car \_\_\_\_\_?
3. What type of clothes \_\_\_\_\_?
4. What sort of food \_\_\_\_\_?
5. \_\_\_\_\_ (least) favorite author ?
6. \_\_\_\_\_ (least) favorite football team?
7. \_\_\_\_\_ (least) favorite singer?
8. \_\_\_\_\_ (least) favorite actor/  
actress?

g) How to ask If a person prefers one particular thing to another

Do you prefer	French food Playing football	To or	Chines ? Watching it ?	
Would you	Prefer to rather	Go to the cinema	Than or	Stay at home ?
		Have tea		Coffee ?

And Answer :

Yes	I do I would	No	I don't I wouldn't
Well,	To be honest, Actually,	I really	Don't mind Wouldn't mind

	To tell you the truth	I have no preference I like both (equally well) I don't like either I wouldn't really like (to do) either
--	-----------------------	--

h) How to ask how a person would prefer to spend his/her time

What	Do you prefer Would you prefer Would you rather	Do (ing) at week-ends?
Where		Go (ing) for your holidays ?
When		Get (ing) up in the morning?
Who		Watching ?

Stay(ing) at home	or	Go (ing) out somewhere ?
Spain		Someone in Britain ?
Early		Hate ?
leeds		Manchester United ?

Why	Do you prefer Would you prefer to Would you rather	Be (ing) single	To than	Be (ing) married ?
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And answer :

I Prefer	Go (ing) out somewhere
I would prefer to rather	Go (ing) to Spain Get (ing) up late Watch(ing) iverpool Be (ing) single because you've got more friends

i) How to ask about types of preferences

What	Sort of Kind of Type of	Books do you prefer			Read(in g) ?
		music	Would you	Prefer to	Listen(i ng)to ?
		food		rather	Eat (ing) ?

Science fiction	or	Detective stories?
Clasical music		Pop music ?
French food		Italian food ?

And answer :

I Prefer	Prefer to Rather	Read (ing)
I would		science fiction Listen(ing) to pop music Eat (ing) Italian food

## UNIT 6

### INVITATIONS



- a. How to invite others to do something (with you)

When you invite someone to do something with you, here are some phrases you can use :

Would you like Do you want	A drink ? Something to eat ?
Would you like to I was wondering if you'd care to How would you like to Do you want to	Come to a party with me on Friday?
I was wondering if you felt like How do you fancy How about Do you feel like	Coming to Jakarta with me tomorrow afternoon?



b. How to accept an invitation

Yes	Please	Thank you (very much)
	I'd love to I'd like to very much I'd like that very much That                                  sounds (nice/lovely/super) That sounds like a good idea That would be (very) nice Of course With pleasure	

Practice 1

Practice inviting someone to do something with you using the following words :

1. Having dinner with me tonight ?
2. Coming round to my place tonight ?
3. Have dinner with me some time next week ?
4. Spend the week-end with me in the South of France
5. Come to the pictures tonight ?
6. Visiting the new art gallery on Saturday ?
7. Going to the theatre with me tomorrow?
8. See " Overa" next Thursday?

c. How to turn down an invitation politely

No , thank you		
I'd really like to It's nice of you to ask	Hit	I just can't , I'am afraid I (really) don't think I can Honestly, I really can't

I'd love to		
I won't be able to, I'm afraid		Thanks all the same

- d. How to accept an invitation and ask for further details

Yes, (I;d love to ) but	Where exactly ? What time ? When exactly ?
-------------------------	--

### Practice 3

Work in pairs. A invites B to do something, using the words below. B accepts the invitation and ask for further details, using the word in brackets

Eg :

A : How about meeting me after work tomorrow?
B : Yes, I'd love to, but what time exactly?
A : about 5:30
B : Yes, fine. See you tomorrow, then

1. I come to my party (day)
2. See the film at the mall with me tomorrow evening (time)
3. Come to the football match on Saturday (match)
4. Help me move into my new flat (when)
5. Come for a drive in my car tomorrow (where)
6. Have lunch with me tomorrow (time)

- e. How to turn down an invitation but suggest an alternative time or day

Oh dear, I can't (on Friday) I'm afraid I'm busy then. I'm sorry but I can't (tomorrow) I'm afraid (Saturday's) a bit difficult No, (tomorrow's) impossible, I'm afraid Unfortunately, I can't on (Thursday)	But another time perhaps? Can't you make it another day/time? Isn't there any other day/time that would suit you? What about another (night)? But I'm free on (thusday) Couldn't we meet then?
---	---

#### Practice 4

Work in pairs. A invites B to do something, using the words below. B turns down the invitation but tries to arrange an alternbative day or time. Ask and answer in as many different ways as possible.

Example gratia :

A :	<i>How would you like to come dishing with me on Thursday?</i>
B :	<i>Oh dear, I can't on Thursday, can't you make it another day?</i>
A :	<i>What about Wednesday, then?</i>
B :	<i>Yes, Wednesday's fine. Thank you very much</i>

1. Come to the cinema with me tomorrow night
2. See my parents on Saturday
3. Come to my flat for a meal tonight
4. Meet me at Victoria station at 7:30
5. Go to the dance with me on Friday
6. Have dinner with me on Monday evening
7. Have lunch with me on Saturday
8. See my friends on time
9. Take this book for him
10. Buy a new car for his birthday

f. How to turn down an invitation with an excuse

When you want to make an excuse, here are some phrases you can use :

I'm awfully sorry but I'm sorry but I can't Oh, dear! I'm afraid , I can't I hope you don't mind but I can't I'm afraid	I've got to go somewhere on Friday I really must do some work tonight I have to visit my mother on Friday I've already arranged to go somewhere I just don't feel up to it tonight I'm really much too busy at the moment
---	--

### Practice 5

Work in pairs. A invites B to do something. Using the pictures shown. B turns down the invitation with an exercise

e.g

A : Do you feel like coming to the pub with me tonight?

B : Oh dear! I'm afraid I can't. I've already arranged to go somewhere tonight

A : Ah , well. Another time, perhaps?

B : Yes, Fine

1.



2.



3.



4.



5.



6.



- g. How to persist with an invitation to try to persuade others to change their minds

If a person turns down your invitation, you can always persist and try to make him change his mind. Here are some phrases you can use :

Oh, come on Are you (quite) sure you can't Oh, surely you can't ! Are you absolutely sure?	It should be fun/interesting I promise it'll be fun/worth it Just for me, eh? I'd really appreciate it.
---	--

- h. How to give in to persuasion

Oh	All right (then) Very well As you wish	Just for you But it had better be (good) But I shouldn't really
Well	Perhaps I can (after all) If you really want me to If you're sure it'll be (fun)	Just this one You know I can't refuse you anything  But I mustn't be home too late

## Practice 6

Work in pairs. A invites B to do something, using the words below. B turns down the invitation politely at first. Then after A persists, B gives in

e.g.

A : would you like to come with me to the cinema tonight?

B : I'd love to, but honestly, I can't

A : Oh, come on, just for me, eh ?

B : Oh, very well, just for you

1. Play golf



2. Go to a football match



3. Go to concert





4. Go to John's party



5. Come for tea



i. How to resist persuasion politely

No	Honestly, I mean it I'm afraid (I'm) sorry,	I really can't	But thanks all the same
	I've really got to (do some work) I really must refuse I really/ Genuinely can't It's really impossible		
	It's very kind of you, but I don't think		I'd better I will

## UNIT 7

### REQUESTS AND OFFERS

#### a. How to make a request

When you ask someone to do something, here are some polite phrases you can use :



Would Could will	you	Give me a lift home tonight, please?
I wonder if	You'd You could	
Would you mind		(giving me a lift home)/?

#### b. How to respond favorably to a request

Yes	Of course certainly
No	Not at all Of course not

### Practice 1

Work in pairs. Take turns to make and agree to a request, using the words below. Try to ask and answer in as many different ways as possible

1. Help me to move into my new house
2. Open the window
3. Take the car to the garage
4. Put the lights off when you go to bed
5. Tell John I can't see him tomorrow
6. Lend me your rubber
7. See who's at the door
8. Take these letters to the post office

#### c. How to refuse a request politely

I'm sorry, I can't Sorry, I can't I'm afraid I'm afraid I can't because I'm terribly sorry but	(I have to rush off to my sister's after the lesson)
---	--

### Practice 2

Work in pairs. A makes polite requests, using the words below. B refuses politely, using the words in brackets. Try to ask and answer in as many different ways as possible.

1. Give me a lift to the party (I'm not taking the car)
2. Post this letter (I'm not going anywhere near the post office)

3. Baby sit for me on Thursday (I've got to go to a meeting)
4. Help me with my home work (It's too difficult for me, too)
5. Pick me up from the theatre (the car's still at the garage)
6. Work overtime tonight (I've promised my mother, I'd take her to the theatre)
7. Lend me Rp. 7.000.000 (I've only got Rp. 5.000.00 on me)
8. Help me move the piano (My doctor's told me I mustn't lift heavy weights)

d. How to ask permission to do something, here are some polite phrases you can use:

May Can could	I	(go home early tonight)?
Do you think I wonder if	I could	
Is it all right if		
Do you mind if it		(Smoke)?

e. How to grant permission

Yes	Certainly Of course Of course you (may/can/could) All right That's (quite) all right (by me)
-----	--

	By all means Please do Go ahead
No	Of course not Not at all

f. How to refuse permission politely

No, I'm afraid you can't I'm sorry, but you can't Well, I'd rather you didn't, if you don't mind
Yes, I'm afraid I do I'm sorry, but I do Well, I'd rather you didn't, if you don't mind

Practice 3

Work in pairs. Take turns to ask for and grant permission using the pictures and words given. Try to ask and answer in as many different ways as possible

1. Smoke



2. Open the window



3. Use the phone



4. Come in



5. Take off my tie



6. Switch on the television



7. Play the piano



8. Take my shoes off



#### Practice 4

Look at the pictures in practice 3 again. This time, take turns to ask for and politely refuse permission. Try to ask and answer in as many different ways as possible

#### g. How to refuse permission strongly

Certainly not ! No, you (most certainly) can't No , I'm afraid that's quite out of the question No , it's (just) not allowed Over my dead body!	
Yes	I most certainly do ! I'm afraid I do I do Most strongly!

#### Practice 5

Now take turns to ask for and strongly refuse permission, using the words below. Again try to ask and answer in as many different ways as possible

1. Marry your daughter
2. Borrow your motorcycle for the summer
3. Play the bagpipes
4. Stay the night
5. Invite mother for the week-end
6. Put your name down as the next Conservative candidate
7. Borrow your flat for the week-end
8. Have next week off to go fishing



## WRITTEN PRACTICE 1

Complete the following dialogues, in each one politely refuse the request and give a reason for your refusal

1. A : \_\_\_\_\_ take my mother to the hospital on Friday, please?

B : \_\_\_\_\_

2. A : \_\_\_\_\_ baby-sit for me tonight ?

B : \_\_\_\_\_

3. A : \_\_\_\_\_ post this letter for me, please?

B : \_\_\_\_\_

4. A : \_\_\_\_\_ help me with my homework ?

B : \_\_\_\_\_

5. A : \_\_\_\_\_ work overtime on Tuesday?

B : \_\_\_\_\_

6. A : \_\_\_\_\_ meeting John at the station ?

B : \_\_\_\_\_

### h. How to offer to do something :

When you offer to do something, here are some polite phrases you can use :

Shall I	(help you move into your new flat)?
Would you like me to	
Do you want me to	

i. How to accept the offer

Yes, please That's very kind of you Oh, you wouldn't, would you? Oh, that would be marvellous? Oh, would you really?	Thank you Thanks a lot Thank you very much Thanks awfully Thanks a million
--	--

j. How to refuse the offer Politely

No, thank you/thanks, I can manage No, there's no need. But thank you/thanks all the same No, that's all right, thank you Well, that's very kind of you, but I think i can manage, thanks
--

PRACTICE 7

Look at the pictures in practice 6 again, and take turns to make and politely refuse offers. Try to ask and answer in as many different ways as possible

k. How to give warnings

When you want to warn people not to do something or to take care. Here are some phrases you can use:

Don't	Move ! Touch! It's hot Sit on that chair, it's broken! Say that to him. He is sensitive About his family
-------	--

Mind	Out ! The step ! Your head! The dog !	Wact out ! Look out! Be careful ! Take care !
------	--	--

### Practice 8

Practice giving warnings, using the following drawings. In each case write down the words you think the person is saying





## UNIT 8

### OPTIONS

#### a) How to ask for an opinion

When you ask someone for their opinion about something. Here are some phrases you can use :

What do you think of/ about What's your opinion of How do you find How do you feel about	British television ?
---	-------------------------

#### b) How to give an opinion

I think (that) In my opinion If you ask me As I see it As far as I'm concerned If you want my opinion (speaking) personally, I think My view is that The way I look at it is this
---

#### Practice 1

Work in pairs, taking turns to ask for and to give opinions about the subjects below. Try to use as many different sentence-opening as you can :

1. The women's liberation movement



2. Indonesian film



3. American film



#### 4. Indonesia Panorama



#### 5. Racing team



#### c) How to agree strongly with an opinion

Yes	So do I I (quite) agree I entirely agree with you They certainly should They should, shouldn't they? You're quite right That's just how I see it That's exactly my opinion That's how I feel exactly
-----	---

d) How to half-agree with an opinion

Opinion : I think smoking should be banned

Well, yes Yes, I agree, Yes, perhaps Yes, in a way Mmm, possibly, Yes, I agree to a point Yes, I suppose so, Yes, I dare say you're right	But it would be a very difficult thing to do
--	---

PRACTICE 2

Work in pairs. Take it turns to give and to half-agree with an opinion. Using the words below. Try to use as many different phrases as possible.

1. Women are (as intelligent as/ less intelligent than / more intelligent than men
2. American films are (terrific/awful/ the best in the world)
3. Rock and roll is (dead/alive/more alive than ever)
4. Television is the (greatest/worst) invention of the twentieth century
5. Siy tang (is/is not) the most attractive woman in the world

e) How to disagree politely with an opinion

I'm not so sure (really) Do you think so ? Well, it depends
---



I'm not so certain  
Well, I don't know  
Well, I'm not so sure about that  
Mmmmm, I'm not really sure you're right  
No, I don't think so really

### PRACTICE 3

Work in pairs. Take it in turns to give and to disagree politely or strongly with opinion, using the words below. Try to use as many different phrases as possible.

1. English is a very (difficult/easy) language to learn
2. There is too (much/little) discussion about women's rights today
3. We need (more/fewer) nuclear power stations
4. Taxes are (too high/not light enough)
5. Parents (should/shouldn't) have to pay for their children's education

#### f) How to disagree strongly and impolitely with an opinion

Opinion : I think smoking should be banned

Oh ! come on! That's rubbish ! You must be joking ! What nonsense Never ! You can't be serious! You're not serious-surely! You can't really means that !	(just because you don't smoke)
---	--------------------------------------

#### PRACTICE 4.

Work in pairs. Go through the opinions in practice. Taking turns to give and to disagree strongly and impolitely with an opinion.

#### WRITTEN PRACTICE

Complete the following dialogues :

1. A : \_\_\_\_\_ It's better to be single than married

B : \_\_\_\_\_ (Agree)

2. A : \_\_\_\_\_ nuclear power is our only hope for the future

B : \_\_\_\_\_ (disagree)

3. A : \_\_\_\_\_ everyone has a perfect right to smoke whenever and wherever they like.

B : \_\_\_\_\_ (disagree strongly and impolitely)

4. A : \_\_\_\_\_ People who drink and drive?

B : \_\_\_\_\_ anyone who drinks and drives is responsible

A : \_\_\_\_\_ (agree)

5. A : \_\_\_\_\_ learning English?

B : \_\_\_\_\_ English is a very difficult language to learn

A : \_\_\_\_\_ (half-agree)

6. A : \_\_\_\_\_ television?

B : \_\_\_\_\_ television kills conversation

A : \_\_\_\_\_ ( disagree politely)

## UNIT 9

### PROBLEMS AND ADVICE

a) How to ask someone about his/her problems

When you ask someone about his/her problem, here are some phrases you can use :

You look a bit	Worried	Mr. Ted	What's	The matter ? Wrong ? Up ? The problem ?
	Upset		Is anything	The matter? Wrong ? Bothering you ?

To which the person can answer :

*I've got a pain in my back, or Yes I've just lost my job*

#### PRACTICE 1

Work in pairs. A asks B if he/she has a problem. B answers, using the word, below try to ask in as many different ways as possible.

1. My father's been rushed to hospital
2. I've lost my wallet
3. I've just been given the sack

4. I've got a terrible pain in my chest
5. John's failed his exam
6. My flat was burgled last night

b) How to express Sympathy

When you hear of a problem, you can respond sympathetically by using one of the following phrases :

Oh	I'm sorry to hear that I had no idea, poor you ! You poor thing		Oh, dear ! that's	Awful ! Terrible ! A pity ! A shame! A bit of bad luck A blow !
	What a	Pity ! Shame !		
Oh, no ! How		Dreadful ! Awful !		

c) How to give positive advice

Problem : I've got a pain in my back

Why don't you If I were you I'd I suggest you I'd advise you to		(go and see a doctor)
I think	You should You ought to You'd better	

## PRACTICE 2

Match up the problems from A with an appropriate piece of advice from B

A

My car's been stolen !  
 I forgot to go to the meeting this morning  
 I've left my purse at home  
 I've run out of cigarettes  
 The last train goes in five minutes  
 I'm in love with Jan  
 I'm beginning to put on weight

Well	I think you ought to go and buy some more If I were you I'd ring up and apologize I'd advise you to go on a diet I think you'd better hurry up, then I suggest you report it to the police immediately Why don't you ask her out, then ? I think you should go back and get it.
------	---

### d) How to give tentative advice

Problem : I Can't seem to cope any more

Perhaps	You ought to	See a psychiatrist
Maybe	You should	
Well,	It might be a good idea to	
	Perhaps you could	

Well,	You could consider You might like to try	Going a way somewhere for a short rest
-------	---	--

### PRACTICE 3

Take turns to give positive or tentative advice on the following problems :

1. She can't seem to wake up in the morning
2. He keeps biting his nails
3. I'm starting to go bald
4. She doesn't like her present job
5. My car won't start in the afternoon
6. She's got terrible headache
7. I've lost my passport
8. He smokes too much

#### e) How to accept a piece of advice

Yes	That sounds a good idea I'll do that I'm sure that's good idea I'll certainly try that	Thanks a lot Thanks for the advice Thank you very much Thank you
-----	---	---

## PRACTICE 4

Work in pairs. A begins by giving advice as shown in the pictures below. B accepts the advice using as many different phrases as possible. A advises B to :

1. See a doctor



2. Stop Smoking



3. See a Psychiatrist



4. Sell the house



5. Play tennis



f) How to agree to think about a piece of advice

Well	That's worth thinking about I'll think about it anyway	Thank you Thanks for the advice
	I could do that, I suppose It might be worth trying	I can think about it anyway I'll certainly think about it



## PRACTICE 5

Work in pairs. Go through Practice 5 again. This time B agrees to think about the advice.

### g) How to refuse a piece of advice politely

I'm not sure, really Well, to be honest, I've already tried that	But thanks anyway, But thanks for trying But thank you all the same
Mmmm, I doubt if that would	Do any good work

## PRACTICE 6

Work in pairs. A gives advice using the words below. B refuses the advice politely. A advises B to :

1. Go on a course
2. Buy an alarm clock
3. Buy a new car
4. Leave home
5. Eat less

What do you think the problems were ?

## WRITTEN PRACTICE

Complete the following dialogues :

1. A : \_\_\_\_\_?  
B : It's \_\_\_\_\_ He doesn't want to see me  
any more  
A : \_\_\_\_\_ (answers sympathetically)

2. A : \_\_\_\_\_?  
B : Yes. My son's just bought  
a set of drums  
A : \_\_\_\_\_(answers sympathetically, then offers  
tentative advice)  
B : \_\_\_\_\_ ( accepts advice)
3. A : I'm so bored these days  
B : \_\_\_\_\_(gives positive advice)  
A : \_\_\_\_\_ (accepts)
4. A : My new car's broken down for the third time  
B : \_\_\_\_\_ (gives tentative advice)  
A : \_\_\_\_\_(refuse Advice)
5. A : I never seem to have any money left at the end of  
the month  
B : \_\_\_\_\_  
A : \_\_\_\_\_

## UNIT 10

### CERTAINTY AND UNCERTAINTY

#### A. Definition of *certainty*

1. : something that is certain
2. : the quality or state of being certain especially on the basis of evidence

#### The Right Synonym for *certainty*

CERTAINTY, CERTITUDE, CONVICTION means a state of being free from doubt. CERTAINTY and CERTITUDE are very close; CERTAINTY may stress the existence of objective proof claims that cannot be confirmed with scientific *certainty*, while CERTITUDE may emphasize a faith in something not needing or not capable of proof. Believes with *certitude* in an after life CONVICTION applies especially to belief strongly held by an individual. holds firm *convictions* on every issue.

#### B. Definition of *uncertainty*

- 1 : the quality or state of being uncertain : DOUBT
- 2 : something that is uncertain

#### The Right Synonym for *uncertainty*

UNCERTAINTY, DOUBT, DUBIETY, SKEPTICISM, SUSPICION, MISTRUST mean lack of sureness about someone or something. UNCERTAINTY may range from a falling

short of certainty to an almost complete lack of conviction or knowledge especially about an outcome or result. assumed the role of manager without hesitation or *uncertainty* DOUBT suggests both uncertainty and inability to make a decision. plagued by *doubts* as to what to do DUBIETY stresses a wavering between conclusions. Felt some *dubiety* about its racticality SKEPTICISM implies unwillingness to believe without conclusive evidence. an economic forecast greeted with *skepticism* SUSPICION stresses lack of faith in the truth, reality, fairness, or reliability of something or someone. regarded the stranger with *suspicion* MISTRUST implies a genuine doubt based upon suspicion. had a great *mistrust* of doctors.

### C. HOW TO EXPRESS CERTAINTY

When you are sure that something will (or will not) happen in the future, here are some phrases you can use:

e.g Do you think Indonesia will win the next World Cup ?

Yes	I'm	Absolutely sure Quite sure Certain Positive	They will
	Of course		
Yes	Definitely Certainly Without doubt absolutely		

## PRACTICE I

Work in pairs. Take turns to ask and answer the following questions, expressing certainty that the event will or will not happen.

Do you think (that) :

1. There will be another oil crisis before 1999?
2. Indonesia will win the next World Cup?
3. A completely "safe" cigarette will soon be discovered?
4. A cure will ever be found for cancer

### D. How to express probability

Definition of *probability*

- 1 : The quality or state of being probable
- 2 : Something (such as an event or circumstance) that is probable
- 3a (1): The ratio of the number of outcomes in an exhaustive set of equally likely outcomes that produce a given event to the total number of possible outcomes
- (2) : the chance that a given event will occur
- B : a branch of mathematics concerned with the study of probabilities
- 4 : a logical relation between statements such that evidence confirming one confirms the other to some degree.

When you are almost certain that something will ( or will not) happen in the future. Here are some phrases you can use :

e.g Dop you think there will be another major earthquake in San Francisco before the year 2001 ?

Yes	I'm almost sure I'm pretty certain There's a very good chance that The chance are that in all probability	There will be
Yes	Probably Almost certainly I think so	

No	I'm almost sure I'm pretty certain In al probability The chances are	There won't be
No	Probably not I don't think so It's highly unlikely There's very little chance of that happening	

## PRACTICE 2

Work in pairs. Take turns to ask and answer the following questions, expressing probability that the event will or will not happen

Do you think that :

1. The Olympic Games in their present form will die out ?
2. The Indonesia will ever have a woman President?
3. There will be an explosion at a nuclear power station ?
4. Our country will ever manage to send a man to Mars?

### E. How to express uncertainty and doubt

When you are not sure, or doubtful, whether something will happen in the future.

Here are some phrases you can use?

Well	It's possible There might be It could happen It is not impossible There's always a chance	I suppose
	You never know, of course No one can say for certain Possibly Perhaps, Maybe,	

But	I wouldn't like to say for certain I'm not really sure I doubt it I have my doubts It's doubtful It's highly unlikely
-----	--

### PRACTICE 3

Work in pairs. Take turns to ask and answer the following questions, expressing uncertainty or doubt that the event will happen.

Do you think that :

1. People will ever live to be at least 150?
2. There will ever be a world Government ?
3. Cities will be built under the sea ?
4. There will be a Third World War by 1990 ?
5. Africa will become united, with one Government and President for the whole continent ?
6. English will become the world language ?
7. It will be possible to go on holiday to the moon in the next fifty years ?
8. A method will soon be found to detect and prevent earthquakes ?

### F. How to express ignorance or lack of knowledge

When you have no idea whether or not something will happen in the future here are some phrases you can use :



e.g. do you think there'll be a third World War by 1990?

I really wouldn't like to say  
I must admit, I don't know  
I've (really) no idea  
I haven't a clue  
Who knows ?  
Your guess is as good as mine  
How should I know ?  
It's impossible to say

#### PRACTICE 4

Work in pairs. Take turns to ask and answer the following questions, expressing ignorance or lack of knowledge about whether the event will ever happen.

Do you think (that) :

1. Unclear weapons will one day be banned?
2. Every home will have its own computer ?
3. Marriage will die out ?
4. There will ever be peace in the world ?
5. The world will soon come to

#### G. How to give reasons for your certainty or uncertainty

When you want to give a reason for your certainty or uncertainty, here are some phrases you can use :

e.g. why are you so sure that England will win the next World Cup ?

Because For the simple reason that		(they haven't lost a match for over two years )
Owing to Mainly due to	The fact that	
Because of On account of	(their unbeaten record over the past two years)	

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## BIOGRAPHY

### *Writer 1*



Ferri Susanto, S.Pd. M.Pd, born in Bengkulu, December 8, 1975. Now is a lecturer at the Sharia Faculty and the Tadris Faculty (Tarbiyah English) IAIN (State Islamic Institute) Bengkulu. He lives in the city of Bengkulu. Since graduating from high school in 1995, he continued his education at the Teaching Faculty of English

Post Graduate Education at Bengkulu University (graduated in 2007 with cum laude predicate). He had participated in the youth ambassador program in 1993 organized by Parpostel. Following the Sumatran methodology training, the winner of the DIPA Kopertis Region 2 research competition in 2007 has taught at several state and private universities in Bengkulu. Among others: Teaching at Bengkulu University as a lecturer assistant in 1998-2000, teaching at the Muhammadiyah Bengkulu University 2011-2016, teaching at the Trisula Technical College 2008-2012, teaching at Dehasen University 2013/2015, teaching at STIKES Dehasen 2015, teaching at Bengkulu Poltekkes in 2016 until now, taught at AKPER Sapta Bakti / Higher School of Health Sciences in 2011-until now, has been an Open University Tutor in 2012-until now.

His works: Improving speaking skill strategies, the relationship between teacher attitudes towards school principal management and principal school supervision and teacher performance in Bengkulu city MAN, the relationship between educators' attitudes towards leadership management and supervision with educators' performance, the correlation among educators' attitude toward the leadership management and maintenance with educators' understanding of educational institutions. An academic Perspective is an analysis Method of facial Expressions on Joking the Internet at the Social Media (published by International Journal of Advances in Social and Economics), English Taboo language as knowledge Power Analysis for Identifying Transferable Saying English Taboo on Internet. The views of the floating Cooperative Principles as approaching of the floating Maxim in Talk Show. The Venn Diagram Effect as one of Strategies Cooperative Learning For Improving Reading Comprehension In Descriptive Text for Law (as a Sample approaching of Quasy Experimental with Non-Equivalent Control Group Design In English Specific Purpose For law), English Speaking Expression Phrases. Reading, Encoding, Annotating, and Pondering Technique As Learning Process In Pandemic Era to Improve Reading Comprehension Stability or Students (Published by International Journal of Educational Research & Social Sciences).

## BIOGRAFI PENULIS

### *Writer 2*



Dr. Syamsul Rizal yang lahir di Banda Aceh pada 29 Januari 1969 merupakan salah satu dosen Indonesia yang mendapat beasiswa DIKTI untuk menimba ilmu pengajaran Bahasa Inggris di Illinois University Kota Urbana Champaign, USA. dalam konsentrasi *English Language Teaching Research* dan *English for Specific Purposes* (ESP) khususnya *English for Islamic Studies*. Doktor alumni Universitas Negeri Padang ini aktif sebagai penulis dan pemakalah pada seminar nasional maupun internasional tentang pengajaran bahasa Inggris. Dr. Syamsul juga aktif melakukan penelitian dan hasil penelitiannya telah diterbitkan pada jurnal nasional maupun internasional. Sebagai peneliti Dr. Syamsul juga telah mempresentasikan hasil penelitiannya di negara Amerika tepatnya di Universitas Illinois, Urbana Champaign, USA. Pendidikan Dasarnya diselesaikannya di SD Lambhuk Jeulingke Aceh Besar Provinsi Naggroe Aceh Darussalam pada tahun 1982.

Pendidikan menengahnya di MTsN II Banda Aceh diselesaikan pada tahun 1985 dan melanjutkan pendidikan menengah atas pada MAN Banda Aceh dan selesai pada tahun 1988. Pada tahun 1998 beliau lulus program pembibitan dosen IAIN seluruh Indonesia yang pendidikannya berlangsung selama 6 bulan di IAIN (sekarang UIN) Syarif Hidayatullah Jakarta. Pada tahun 1999 atas permintaan ketua

STAIN Bengkulu melalui Menteri Agama beliau ditugaskan sebagai dosen bahasa Inggris di STAIN (sekarang IAIN) Bengkulu sampai dengan sekarang. Pada tahun 2004 beliau melanjutkan pendidikan S2 dalam bidang pendidikan Bahasa Inggris di Universitas Sriwijaya Palembang dan selesai pada tahun 2006. Pada Tahun 2017 beliau meraih gelar doktor juga dalam konsentrasi pendidikan bahasa Inggris pada Universitas Negeri Padang. Dr. Syamsul juga tercatat sebagai alumni kursus bahasa Inggris tingkat Advanced pada Foreign Language Centre of Illinois University, USA.