Basic english conversation daily use pdf

Continue





- Would / Could you say that again, please?
- Would / Could you repeat what you said, please?
- I'm sorry, what did you say?

- What was that? Informal: - What was that again ...? Very informal: - What? / Eh [er]? / Mm?

Checking you have understood

- So, ...
- Does that mean
- Do you mean ... ?
- If I understand right ...
- I'm not sure I understand. Does that mean ...?

Saying something another way

- In other words, ...
- That means ...
- What I mean is ...
- That's to say ...
- ..., or rather ...
- What I'm trying to say is ... - What I'm driving at / getting at is ...

Giving yourself time to think

- ..., oh / er / um, ...
- Let me see / think ...
- just a moment, ...
- ..., you see, ...
- ..., you know, ... - How shall I put it?
- ..., now what's the word ... ?

Checking someone has understood you

- Do you know what I mean?
- ... if you see what I mean.
- I hope that's clear.

You need help

- I don't understand, I'm sorry.
- I'm not sure I understand what you mean.
- What's the meaning of ...?
- What does the word ... mean?
- What's the French/the English word for ... ?
- I didn't hear what you said.
 - repeat, please?
 - say it again, please?
- Can you
- Could you
- Would you
- explain it again, please? spell that word, please? write it on the board, please?
 - speak louder / up, please? speak more slowly, please?
- Could you step aside, please? I can't see the board.

You want to apologize

- Sorry, I'm late.
- I apologize [əˈpolədʒaɪz] for being late.
- I'm afraid I've forgotten my workbook.

Don't be dumb

- I'm afraid I don't know.
- I haven't a clue [klu:].
- I'm afraid I haven't got the faintest / slightest idea [ardr:a].
- I'm terribly sorry but I haven't understood
- the question.
- Sorry I don't know what you mean. - I'm not sure I can answer.
- I've no idea (about) what I am expected
- to do.
- I wish I knew.
- I must admit I don't know much about this



English Conversation Between 2 People In The Post Office

Post Officer: Good morning, what can I do for you?

Anita: Good morning, I want to take the money that sent via western union.

Post Officer: May I know who is the sender of that money?

Anita: My brother who lives in Netherlands.

Post Officer: Okay, please take a queue card and wait for a while.

Anita: Thank you.

Post Officer: Oh sorry, while you wait, please fill out this form as the requirement from western union.

Anita: Okay. Do you have a pen? I do not bring





Hello / Hi / Alright

How are you? / How are you today? I'm fine thank you. / I'm very well thanks, and you?

I'm great! / Actually, I'm a bit sick today!

What's your name? My name is George. / I'm George. What's yours?

How old are you? I'm 10 years old. / I'm 10 And you?

Where do you live? I live in Paris. What about you?

Where do you come from? I come from London. And you?

When is your birthday?
My birthday is on the first (1st) of April. / It's the first of April.
When's your birthday?

What year were you born?

I was born in 1970 (nineteen seventy). I was born in 2002 (twenty oh two / two thousand

and two)
What about you?

How many brothers and sisters do you have?

I have (I've) got 1 big brother and 2 little sisters. I've got 1 brother and no sisters. I don't have any brothers or sisters.

And you? How many brothers and sisters do you have?

What's your favourite subject at school?
My favourite subject is maths. / It's maths /
technology / science / art / French /
geography / history / Spanish / English / P.E.
What about you?

Do you have any pets?

Yes, I have (I've) got 1 big, black dog and a goldfish. / No I don't (do not) have any pets.

Have you got any pets?

What is (what's) your favourite colour?

My favourite colour is red.

And you?

What food do you like?

I like bananas, but I love mangoes.

What food don't you like?

I don't like chips, but I hate chocolate!

I don't like chips, but I hate chocolate!

What sports do you like?

I like swimming and rugby.

What sports do you do?

I play rugby and I dance.

What's your favourite T.V. show?
I love watching The Simpsons.
What about you?

What's your telephone number? It's 05 63 22 18 74 What's yours?

What's your email address?

It's funschool@live.fr

That's f u n s c h o o l at l i v e dot fr

(- hyphen /dash, @ at, . dot, _ underscore)

Are you on Facebook / Twitter / Skype? Yes, my account is I'll message you later!

It was nice to meet you / Nice to meet you too! / Great to meet you / You too / Let's keep in touch. / Definitely /

Goodbye / Bye / See you / So long / See you later / See you soon / See you next week / See you on Saturday.

Can you think of any more questions?

Interruption is not always negative and is often even unavoidable. Interjecting can be necessary for a number of reasons. You might interrupt a conversation to: Give a message to someone Ask a quick question for easons. You might interrupt a conversation for easons. any of the above reasons, there are certain forms and phrases in order to smoothly interruption is often justified and forgivable, this conversation technique should be used sparingly. An interruption is essentially a pause. When you pause a conversation, you will almost definitely draw attention to yourself, so it's important to make sure that your reason for interrupting will be seen as valid by the whole group. Giving someone important to make sure that your reason for interrupting to join a conversation are all acceptable reasons for pausing. Keep in mind that interruptions should generally be accompanied by either an apology or permission-seeking question (such as, "Do you mind if I join?"). This is respectful to the speaker you interrupt and all those listening. You should also keep your interruptions as short as possible so that a conversation is not derailed by the interruption. Use these short phrases to efficiently deliver a message or get someone's attention mid-conversation. These are effective whether you are giving information to an individual or the whole group. I'm sorry to interrupt but you're needed...I apologize for the interruption but I had to quickly let you know that...Pardon me, I have...[someone waiting, an object/information requested, etc.] I hope you'll excuse me for interrupting but could I quickly get you to... Sometimes when you might need to stop a speaker to ask a question that is not related to the topic of conversation. No matter what the situation, these short phrases allow for brief questions during a conversation. I'm sorry for interruption but I don't quite understand...Sorry for the interruption but I have an important question about... Alternatively, you can use questions as a polite way of joining a conversation. Here are some ways that you can ask for permission from a group to become part of their discussion. Could I jump in? Could I jump happening that will add value to the discussion, use these phrases to considerately do so. That makes me think of...Interesting that you say that because...What you said about [reference something else... Use caution when interrupting to share an opinion or story as these are unwelcome interjections when they are not relevant, happen too frequently, or are impolitely executed. Always pay respect to a speaker you are stopping and never make it seem like you believe what you were not originally a part of. In these cases, you can insert yourself into a discussion without being rude using the following phrases. Would you mind if I joined? I couldn't help overhearing...Sorry to butt in but I think ... If I may, I feel... Just as you will sometimes need to interrupt, you will sometimes be interrupted (perhaps more frequently). If you are the speaker, it is up to you to determine how to proceed. Decide whether you want to reject or allow an interruption and then respond accordingly You do not always need to allow an interruption. If you were interrupted rudely or believe that you should finish your thought first, you have the right to express this without being considered impolite. Use one of these phrases to firmly but respectfully redirect the conversation back to yourself. Please let me finish? You may choose to allow an interruption if you do not mind being stopped. Respond to a person who has asked if they can interrupt you using one of these expressions. No problem. Go ahead. Sure. What do you think? That's alright, what is it that you want/need? Once you've been interrupted with one of these phrases. As I was saying, I think...I'd like to return to my argument. To get back to what I was saying, I feel... Continuing where I left off... Helen: It' really amazing how beautiful Hawaii is. I mean, you couldn't think of anywhere more beautiful. Anna: Excuse me but Tom is on the phone. Helen: Thanks, Anna. (To Greg) This will only take a moment. Anna: Excuse me but Tom is on the phone. Helen: Thanks, Anna. (To Greg) This will only take a moment. Anna: Excuse me but Tom is on the phone. Helen: Thanks, Anna. (To Greg) This will only take a moment. Anna: Excuse me but Tom is on the phone. Helen: Thanks, Anna. (To Greg) This will only take a moment. Anna: Excuse me but Tom is on the phone. Helen: Thanks, Anna. (To Greg) This will only take a moment. Anna: Excuse me but Tom is on the phone. Helen: Thanks, I'm fine. Anna: Excuse me but Tom is on the phone. Helen: Thanks, I'm fine. Anna: Excuse me but Tom is on the phone. Helen: Thanks, I'm fine. Anna: Excuse me but Tom is on the phone. Helen: Thanks, I'm fine. Anna: Excuse me but Tom is on the phone. 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Helen: Thanks, I'm fine. Anna: Excuse me but Tom is on the phone. Helen: Thanks, I'm fine. Helen: Thanks, I'm fine. Helen: Thank continue to improve our sales in Europe, we should be able to open new branches elsewhere. Stan (not yet a part of the conversation): I couldn't help but overhear you talking about opening new branches no matter what. We should be opening new stores whether or not our sales improve. Marko: Thank you, Stan. As I was saying, if we improve sales, we can afford to open new branches.

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