

ENGLISH

# Unit 3: Vocabulary for Everyday Conversations



*English for Beginners with*

**THE INSPIRE ACADEMY**



# Asking for information

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- Excuse me, do you know when the train from ..... arrives?
- Excuse me, do you know how to get to the station / cafe / restaurant, etc. ?
- Excuse me, when (time) / where (place) / how (manner, direction) .....?
- Hello. I'd like to know what time this store closes tonight.
- Hello. I'd like to know how much this ..... (Object) costs / is.
- Hello. I'd like to know if the exhibition / concert, etc. is still on.
- Could you please tell me the way to ..... ?
- Could you please tell me where I could find ..... ?
- Would you mind telling me where / how / when ..... ?

## Replying to a request for information:

- Sure / No Problem / I'd be happy to answer that. / it'd be a pleasure to help you.
- Sorry, I can't help you out. / Sorry, but I don't know that.
- I'd like to help you. Unfortunately, I don't have that information / don't know.

# Asking for a favour

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- Could you do me a favour?
- Could you help me, please?
- Would you mind helping me ..... ?
- Would be alright if I used this / your (object) ..... ?
- I was wondering if you could help me .....
- Would it be too much trouble for you to (verb) .....
- Could I ask / bother / trouble you to .... ?
- Could you possibly ..... ?

## Response:

- Sure / No Problem / I'd be happy to help you. / It would be my pleasure.
- Sorry, I can't help you out. / I'm afraid I can't.
- Unfortunately, I'm not able to (verb) .....

# Asking for permission

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- Can I ..... ?
- May I ..... ?
- Is it okay if I ..... ?
- Is it alright if I .....?
- Do you mind if I ..... ?
- Do you mind me (verb -ing form) ..... ?

# Thanking & Apologizing

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## Thanking someone:

- Thank you.
- Thanks a lot.
- Thank you. That's very kind of you.
- Thank you. I'm really grateful to you.

## Responses:

- You're welcome!
- Don't mention it!
- That's alright!
- It's my pleasure!

## Apologizing:

- Sorry! / Sorry about that!
- I'm so sorry for what happened.
- I'm terribly sorry.
- Forgive me for .....
- I want to apologize for .....

## Responses:

- Not at all!
- That's all right.
- Don't worry about it.
- No need to apologize.
- Forget it!

# EXERCISE

Read the following dialogue and identify the structures learnt in this lesson on the next page:

The following is a dialogue between two colleagues. One of them, Sarah, is new to the firm and is asking for information from her colleague, Nick:

**Sarah:** Excuse me, would you mind answering some questions?

**Nick:** I'd be happy to help.

**Sarah:** I was wondering if you could tell me when the project will begin? Do you know?

**Nick:** Yes, I believe we will be beginning next month.

**Sarah:** Ok, and who will be responsible for the project?

**Nick:** I think John Doe is in charge of this project.

**Sarah:** Ok, last question, would you mind telling me the estimated cost of the whole project?

**Nick:** Unfortunately, that I do not know. You could speak with the manager though!

**Sarah:** Thank you I can definitely do that; I'll speak with Maggie soon.

**Nick:** Good idea, she should know the estimated cost, no doubt about that.

**Sarah:** Thank you for helping me.

**Nick:** No problem, anytime.

# EXERCISE

You may use this paper for the exercise.

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# EXERCISE

Based on the dialogue in the previous exercise, write down an imaginary dialogue between two people, where one is asking the other for a favour:



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# AUDIO EXERCISE

Listen to the audio exercise and choose which the correct answers to the questions below:

1. Who is Vikki in this conversation?
  - a. Employee
  - b. Customer
  - c. Manager
  - d. Both a and c
2. Peter is most likely:
  - a. Manager
  - b. Engineer
  - c. Accountant
  - d. Janitor
3. What is the first question Vikki asked?
  - a. What time will you be closing today?
  - b. What is your name?
  - c. What do you need help with today?
  - d. Where is the restroom?
4. When did the store close that day?
  - a. 6pm
  - b. Noon
  - c. 8pm
  - d. 4pm



# FRIEND EXERCISE

For this friend exercise you and your friend must build a conversation on the next paper.

Take turns and write one sentence at a time.

At the end read what they other wrote as if you were having a conversation.

Be serious, funny, silly, or weird, get creative!

Have fun!



