

EXPRESSIONS for everyday conversation

<p>1. Polite request (have a catalogue) Ask for help.</p> <p>2. Ask for permission (open the window) Ask for price</p> <p>3. Check convenience</p> <p>4 Accept invitation "Would you like to join us for dinner on Saturday?"</p> <p>5. Refuse invitation</p> <p>6. Respond to "thank you"</p> <p>7. Respond to "I'm sorry for the inconvenience"</p> <p>8. Respond to "I like your new hairstyle" "You've done a great job"</p> <p>9. Start conversation with someone in a train at a party</p> <p>10. Start a telephone conversation</p> <p>11. Leave someone at a party</p> <p>12. End telephone conversation (you called)</p> <p>13. End telephone conversation (somebody called you)</p> <p>14. Interrupt a conversation to intervene</p> <p>15. Encourage someone to carry on by expressing surprise and asking one question ("I went to NYC last month)</p> <p>16. Express surprise (+ I won at the lottery)</p> <p>17. Express sympathy (- there was an earthquake)</p> <p>18. Express agreement (Rouen is polluted)</p> <p>19. Express disagreement (INSA is just like Club Med)</p> <p>20. Express anger ("<i>Franchement je ne m'attendais pas à ça</i>"). Tant pis!</p> <p>21. Express anger (waste of time and money) (not call)</p> <p>22. Reassure</p> <p>23. Problem</p> <p>24. Suggestion</p> <p>25. Bonne journée, appétit, voyage, séjour</p>	<p>1. Could I have / Would it be possible to have / I wonder if I could have a catalogue? Can I ask you a favour? I would appreciate if you could.... I'd be happy to help you. What can I do for you ?</p> <p>2. May I / Do you mind if I / Is it alright if I open the window? How much do you charge for....? Could you tell me the price/rate/fare, please?</p> <p>3. Would that suit you? Would that be convenient / be possible / be a problem? How does that sound?</p> <p>4. Yes, I would be delighted to come. Thanks for the invitation.</p> <p>5. I'm sorry I can't make it. I would have liked to come but I have another engagement.</p> <p>6. You're welcome. My pleasure. Don't mention it !</p> <p>7. That's alright. Don't worry.</p> <p>8. Thank you. That's very kind of you. I'm glad you like it. Well, thanks but anyone can do it. It's no big deal!</p> <p>9. I suppose you are going to Paris / I suppose you live in the area. Nice party, isn't it? Are you enjoying yourself?</p> <p>10. I am calling to enquire about.... / I am calling because I would like some information about...</p> <p>11. It has been nice talking to you. Bye! We'll be (keep) in touch. Take care. Take it easy!</p> <p>12. It has been nice talking to you. Have a nice day!</p> <p>13. Thanks for calling. Bye! Have a nice day.</p> <p>14. Sorry to interrupt! Can I talk to you a minute?</p> <p>15. Wow! Really! That's great! How did you like it?</p> <p>16. Wow! I can't believe it! Good for you!</p> <p>17. Oh my god! I'm sorry to hear that! How awful! That's too bad! The thing / trouble is they'll get no assistance.</p> <p>18. Yes, you can say that!</p> <p>19. Well, I wouldn't say that. I'm not so sure about that! You may be right but you must realise we have a lot of work.</p> <p>20. Frankly I didn't expect that. That's too bad!</p> <p>21. Do you realise it was a waste of time? Frankly, I am not too happy about that. Why on earth didn't you call?</p> <p>22. Don't worry. Things will turn out alright! You can count on me. I'll do it straightaway</p> <p>23. The thing is... the trouble is that.... The problem is that...</p> <p>24. What about doing... Why don't we... It would be nice to...</p> <p>25. Have a nice day, meal, trip, stay – Enjoy !</p>
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COMMUNICATION STRATEGIES : everyday conversation for politeness and diplomacy

Expressions for conversations

Communication management	<p>I'm sorry I didn't catch what you said. I'm sorry I fail to understand how you managed to... Could you give me details about... Could you explain? If I understand you well, you intend to... Well, you know, the sort of... I mean the kind of.... you use when..... Sorry I got mixed up. Let me start again. Well you see,... / as a matter of fact,... What I'm trying to say is... The best way to answer your question is... How shall I put it? What I mean is.... I mean.... The thing is... the trouble is... the problem is... Don't get me wrong. What I meant to say was... All I was trying to say was....Let me put it another way.</p>
Turn taking	<p>Sorry to interrupt! You're right but if I may interrupt for a minute... Yes but listen! I had a similar experience last month. That reminds me of... There's one thing I wanted to tell you. I know this is changing the subject but... By the way ... / You know what?... / You'll be surprised to hear that... That's right but... / I see what you mean but let me tell you... As I was saying, Where was I ? To get back to what we were talking about... Anyway / In any case ... Let me finish. One more thing. Hold on. That's not all. Would that suit you? - Would that be convenient? - How does that sound ? - Would that be possible? - Would that be a problem? - Would that be alright?</p>
Encourage	<p>Really! I can't believe it. That's incredible. What happened then? What did you do then? Great ! Good for you! What a shame! That's an interesting point.</p>
Start and finish conversation	<p>Is it the first time you come here? Nice music, food, weather, isn't it? It has been nice talking to you. Will you excuse me, I must go now. Will you excuse me, I must say hello to a friend. We'll probably see each other again. Best of luck for your project. We'll keep in touch. It has been nice talking to you. We'll keep in touch. Would you excuse me, please? I'd better let you go. Let me know how you get on. Take care. See you later /around. Have a nice day – Cheers !</p>