40/ Polite language

Words you need... 40.1

- **Can I ..., please? / Could I ..., please?** used to ask for something. 'Could' is more polite than 'Can'.
- **Do you mind if I take/use, etc.?** used to politely ask if you can have or do something
- **Would you mind helping/putting/taking, etc., please?** used to politely ask someone to do something for you
- **Of course** used to say 'yes' to someone in a polite way
- **Of course not** / **Not at all** } used to reply to 'Do you mind' and 'Would you mind' questions
- **Sure** / **No problem** } used to say 'yes' to someone in a polite way that is less formal

- **Thank you very much.** / **Thank you so much.** } used to thank someone strongly
- **That's really nice/kind of you.** / **I appreciate it.** } used after you have said 'thank you' to make the 'thank you' stronger
- **Not at all.** / **You're welcome.** } used as a polite reply when someone has said 'thank you'
- **No problem.** used as a polite but more informal reply when someone has said 'thank you'
- **Let me open/take/carry, etc.** used when you are offering to do something for someone

Exercise 1

Complete the conversations between Sophie and other people. Sometimes more than one answer is possible.

1

Sophie: Can I use this pen, please?

Rachel: Sure.

2

Sophie: Do you _____ if I sit here?

Man on train: Of course not.

3

Sophie: It's cold! _____ I wear your jacket, please?

Dan (boyfriend): No problem.

4

Sophie: _____ you mind explaining that again, please?

Teacher: Not at all.

Exercise 2 40.2

Put these sentences in the correct order to make four dialogues, then match them with the pictures on the right. Listen and check.

1 d ___ You're welcome.
___ Of course not.
1 Excuse me, would you mind putting my bag on the luggage rack for me?
___ Thank you very much.

2 ___ Thank you so much – I appreciate it.
___ Not at all.
___ Here, let me hold the door open for you.

3 ___ Thanks very much.
___ No problem.
___ Do you mind if I take this chair?

4 ___ Not at all.
___ Let me carry one of those for you.
___ Thank you very much. That's very kind of you!


a


b


c


d

LIVEWORKSHEETS