

40/ Polite language

Words you need...



- ▶ **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
- ▶ **Thank you very much.** } used to thank someone strongly
- ▶ **Thank you so much.** }
- ▶ **That's really nice/kind of you.** } used after you have said 'thank you' to make the 'thank you' stronger
- ▶ **I appreciate it.** }
- ▶ **Of course** used to say 'yes' to someone in a polite way
- ▶ **Of course not** } used to reply to 'Do you mind' and 'Would you mind' questions
- ▶ **Not at all** }
- ▶ **Sure** } used to say 'yes' to someone in a polite way that is less formal
- ▶ **No problem** }
- ▶ **Not at all.** } used as a polite reply when someone has said 'thank you'
- ▶ **You're welcome.** }
- ▶ **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

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.
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- 2 _____ Thank you so much – I appreciate it.
_____ Not at all.
_____ Here, let me hold the door open for you.
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- 3 _____ Thanks very much.
_____ No problem.
_____ Do you mind if I take this chair?
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- 4 _____ Not at all.
_____ Let me carry one of those for you.
_____ Thank you very much. That's very kind of you!

