

## Functions of Language

Everyday English Small Talks- Faculty of Science/University of Kufa- Raed Albanon

### A. GREETING AND LEAVE TAKINGS

- Good morning/ afternoon, etc.
- Hi, hello!
- How are you today?
- How's life
- Good bye, bye, see you later
- Good night
- Fine, well, good, I had better moments, etc.

### B. INTRODUCTION

- *Self- introduction*
  - I'd like to introduce myself
  - My name is \_\_\_ / I am \_\_\_
  - Let me introduce myself
  - My name is \_\_\_ / I am \_\_\_
  - Allow me to introduce myself
  - My name is \_\_\_ / I am \_\_\_
  - My (first/ last) name is
  - Please call me \_\_\_
- *Introducing someone to someone else.*
  - This is Mr. Smith, our new manager.
  - I want you to meet William, a new student.
  - I'd like to introduce my friend, William.

### C. THANKING / GRATITUDE

- Thank you
- Thank you very much
- Many thanks, thanks a lot
- I am very grateful to you
- Special thanks go to
- I appreciate it

### D. PERMISSION

- *Asking for permission*
  - May I \_\_\_ ?
  - Could I \_\_\_ ?
  - Can I \_\_\_ ?
  - Is it ok if I \_\_\_ ?
  - Do you allow me to \_\_\_?
  - Do you mind if I \_\_\_ ed?
- *Giving permission*
  - Yes, please!
  - Yes go ahead!
  - It's ok, no problem, it's all right!
  - Not at all (answering the question using "do you mind if I \_\_\_ ?")

### E. REQUEST AND COMMAND

- Could you \_\_\_ ?
- Can you \_\_\_ ?
- Would you mind \_\_\_ ing?
- Would you like to \_\_\_ ?

- Sit down!
- Come here!
- Could you do me a favor?

**F. POSSIBILITY AND IMPOSSIBILITY**

- *Possibility*
  - Perhaps, maybe, it's likely that
  - It's possible/ probable that \_\_\_\_
  - There's possibility that/ there's a good chance \_\_\_\_
- *Impossibility*
  - There's no chance that \_\_\_\_
  - There's very little chance \_\_\_\_
  - Impossible!/ no chance/no way!

**G. WANTS AND NEED**

- If you want to drink a cup of coffee, what do you need?
- I need a cup, a saucer, sugar, tea, spoon, coffee and hot water.
- Do you want coffee or tea?
- Do we need to come?
- This machine needs mending \_\_\_\_

**H. APOLOGY**

- *apology*
  - I am sorry.
  - I am (really, extremely, terribly) sorry.
  - I am terribly sorry.
  - I am extremely sorry.
  - Please forgive me!
  - Sorry for \_\_\_\_ing
- *Answering apology*
  - Never mind, no problem, it's ok, it doesn't matter
  - Forget it.

**I. SYMPATHY**

- I am sorry to hear that
- I am afraid to hear that
- Oh poor you/ what a pity!
- That's too bad
- That's bad luck
- That's a shame!
- Please accept my condolences

**J. CAPABILITY AND INCAPABILITY**

- *Capability*
  - I can \_\_\_\_
  - I am able to \_\_\_\_
  - I am capable of \_\_\_\_
- *Incapability*
  - I can't \_\_\_\_
  - I am unable to \_\_\_\_
  - I am incapable of \_\_\_\_
  - I don't think I can.

**K. OFFERING HELP**

- May I help you?/ can I help you?
- Is there anything I can do for you?

- Any think I can do?
- Do you need a hand?
- Perhaps I could assist you in some way.

**L. INVITATION**

- *How to invite*
  - Would you like to come to \_\_\_ ?
  - Would you mind coming to \_\_\_ ?
  - I wonder if you could come to \_\_\_ ?
  - Do you fancy coming to \_\_\_ ?
  - Do you feel like coming to \_\_\_
- *How to accept invitation*
  - It sounds nice/ interesting
  - I'd love to
  - That's great!
- *How to refuse invitation politely*
  - It sounds nice/ interesting but \_\_\_
  - I'd love to but I'm afraid I can't \_\_\_
  - Thanks for the invitation but I am afraid I can't because \_\_\_

**M. GIVING ADVICE OR SUGGESTION**

- You should \_\_\_
- You ought to \_\_\_
- You'd better \_\_\_
- It's better for you to \_\_\_
- Why don't you \_\_\_ ?

**N. CERTAINTY AND UNCERTAINTY**

- *Certainty*
  - I am sure / certain / convinced that \_\_\_
  - I bet \_\_\_ / no doubt / of course!
- *Uncertainty*
  - I am not sure / certain \_\_\_
  - I can't say that for certain.
  - I doubt it/ I am doubtful \_\_\_
  - It depends on \_\_\_

**O. OPINION**

- What do you think of \_\_\_ ?
- What's your opinion about \_\_\_ ?
- In my opinion \_\_\_
- Think \_\_\_/ I guess \_\_\_/ I think so!

**P. AGREEMENT AND DISAGREEMENT**

- *Agreement*
  - I agree \_\_\_/ I am with you.
  - That's all right/ it's a good idea.
  - I don't have any objection.
- *Disagreement*
  - I don't agree with you.
  - I have a different opinion.
  - I have objection to \_\_\_
  - Objection!

**Good Luck!**