

# Unit 3 Language summary

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## Vocabulary

### Nouns

apology  
favor  
miscommunication  
mountain bike  
sleeping bag  
vending machine

### Adjectives

broke  
complicated  
free (= not busy)  
ready

### Verbs

accept (an apology/an invitation/  
a request)  
act (out)  
decline (a request)

do (a favor)  
find (out)  
finish  
give (a gift)  
give up  
have (a party)  
help (out)  
ignore  
look at  
make (a phone call/a request/noise)  
move (away)  
nod  
offer (an apology)  
owe (an apology)  
receive (a compliment/a gift/an  
invitation/a phone call)  
rephrase

return (a favor/a phone call/  
a compliment)  
shake  
take back  
take care (of)  
turn down (an invitation)

### Adverbs

before  
completely  
eagerly  
recently

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## Expressions

### Talking on the telephone

Hi, . . . This is . . .  
Oh, hi, . . . What's up?

### Making, accepting, and declining requests

Can I . . . ?/Could you . . . , please?  
Yes./Sorry, but . . .  
Is it OK if I . . . ?  
Of course.  
Would it be all right/OK if I . . . ?  
Fine. No problem.  
Do you mind if I . . . ?/Would you mind  
if I . . . ?  
No, I don't mind.  
I was wondering if I could . . .  
Sure, that's fine.

### Thanking someone

Thanks a million./Thanks. I really  
appreciate it.  
Sure.

### Making indirect requests

Could you tell . . . (that) . . . ?  
Please tell . . . (that) . . .  
Would you ask . . . if/whether/  
to . . . ?  
Can you tell . . . (not) to . . . ?  
Can/Could you ask . . . if/  
whether . . . ?  
Please ask . . . if/whether . . .  
Can/Could you ask . . . what/  
when . . . ?

### Apologizing

I'm sorry.  
I'm really sorry.  
Sorry.