

3

Language summary

VOCABULARY

Nouns

apology
favor
matter
sleeping bag

Adjectives

bored
cool
important

Verbs

accept (an apology/an invitation/a request)
act (out)
decline (a request)
do (a favor)
find (out)
finish
get along
give (a gift)
give up

handle
have (a party)
help (out)
ignore
keep (quiet)
look at
lose (interest)
make (a phone call/a request/noise)
move (away)
offer (an apology)
owe (an apology)
pick up
receive (a compliment/a gift/an invitation/a phone call)
return (a favor/a phone call/a compliment)
spend
take care (of)
turn down (an invitation)
worry

Adverb

almost

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 . . . ?
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.