

# **CBS**

## **Colegio Bautista Shalom**



### **English Course**

### **Fourth Grade**

### **First Bimester**

**Contends****GREETINGS**

- ✓ COMMON ENGLISH GREETINGS AND EXPRESSIONS
- ✓ TWO FRIENDS MEETING
- ✓ GREETING PEOPLE YOU DON'T KNOW
- ✓ INTRODUCING YOURSELF
- ✓ INTRODUCING OTHER PEOPLE

**FAREWELLS AND GOODBYES**

- ✓ DIFFERENT WAYS OF SAYING GOODBYE IN ENGLISH

**EXPRESSIONS OF COURTESY AND COMMON PHRASES FOR THE CLASSROOM****PHRASES TO INTRODUCE YOURSELF LIKE A NATIVE ENGLISH SPEAKER****GIVING AND RECEIVING COMPLIMENTS**

- ✓ APPEARANCE
- ✓ ABILITIES
- ✓ POSSESSIONS
- ✓ RECEIVING COMPLIMENTS

**HOW TO APOLOGIZE**

- ✓ ASKING FOR FORGIVENESS GRACEFULLY
- ✓ WHAT IS AN APOLOGY?
- ✓ WHY APOLOGIZE?
- ✓ CONSEQUENCES OF NOT APOLOGIZING
- ✓ WHY APOLOGIES ARE DIFFICULT
- ✓ HOW TO APOLOGIZE APPROPRIATELY
- ✓ FURTHER STRATEGIES FOR EFFECTIVE APOLOGIES

**CONSTRUCTING SENTENCES**

- ✓ AFFIRMATIVE SENTENCES
- ✓ NEGATIVE SENTENCES
- ✓ INTERROGATIVE SENTENCES

**BEING POLITE**

- ✓ WHY IT'S SO IMPORTANT TO BE POLITE WHEN YOU SPEAK ENGLISH

**EXPRESSING PURPOSE**

- ✓ PURPOSE WITH TO, IN ORDER TO AND SO AS TO
- ✓ PURPOSE WITH SO THAT
- ✓ PURPOSE WITH FOR

**NOTE:** As you progress in learning each of the topics developed you will find exercises to solve with the help of your teacher.

## GREETINGS

There are many ways to say *hello* in English. Sometimes you say a quick *hello* as you are passing somebody. At other times a greeting leads to a conversation. Friends and family members greet each other in a casual way. Business greetings are more formal.

**Greet (verb):** to say hello; to welcome somebody.  
**Greeting (noun):** saying hello; a polite word of welcome.



### COMMON ENGLISH GREETINGS AND EXPRESSIONS

English-speaking people usually greet each other in an informal way, so you can use these common conversational greetings for friends, family, as well as people you meet in casual settings.

#### TWO FRIENDS MEETING

Friends often say "Hi" to each other. Then they often ask a general question, such as "How are you?" or "How are things?" or "How's life?"

The reply to this question is normally positive.

"Fine thanks, and you?"  
 "Fine thanks, what about yourself?"  
 "Not bad." Or "Can't complain."

#### GREETING PEOPLE YOU DON'T KNOW

You can use "Hello" with people you don't know, but a more formal greeting is "Good morning / afternoon / evening."

The other person normally replies with the same greeting as you have used and then makes polite conversation, such as "How was your trip?" or "Did you find our office easily?"

#### INTRODUCING YOURSELF

##### At an informal party

"Hello, I'm Maria." Or "Hello, my name's Maria."  
 The reply could be:  
 "Hi, I'm Sarah." Or "Hello Maria, I'm Sarah." Or "Nice to meet you, I'm Sarah."

##### At work-related events

"I'd like to introduce myself. I'm Maria, from English home."  
 Or, "Let me introduce myself. I'm Maria from English home."

The reply could be:

"Nice to meet you. I'm Peter Mitchell, from Mitchell Creations."  
 "Pleased to meet you. I'm Peter Mitchell, from Mitchell Creations."  
 "How do you do? I'm Peter Mitchell from Mitchell Creations."

#### INTRODUCING OTHER PEOPLE

##### Introducing a friend to a work colleague

"Sarah, have you met my colleague John?"

"Sarah, I'd like you to meet my colleague John."

Sarah says:

"Pleased to meet you, John." Or "Nice to meet you, John."

John could say:

"Nice to meet you too, Sarah." Or "Hello, Sarah."

### Introducing clients

"Mr Mitchell, I'd like to introduce you to my manager, Henry Lewis."

Mr Mitchell could then say:

"How do you do?" and Henry Lewis also says "How do you do?"

Or Mr Mitchell could say:

"Pleased to meet you." Or "Good to meet you."

### SPEAKING TIP

"How do you do?" is quite formal for British English speakers and the reply to this question is to repeat the phrase, "How do you do?" (as strange as that may sound!)

### At a more informal party

When you introduce two of your friends to each other, you can simply say, "John, this is Sarah."

### CULTURAL TIPS

At work, one person may have higher status – your boss, or a client, for example. It's polite to address them as Mr/Ms until the situation becomes more informal.

If someone says, "Please call me (Henry)", you know you can use first names. If someone uses your first name, you can use their first name too.

People in European and English-speaking cultures often shake hands when they meet someone for the first time.

**EXERCISE 01:** practice the expressions with your classmates.

## FAREWELLS AND GOODBYES

### DIFFERENT WAYS OF SAYING GOODBYE IN ENGLISH

#### BASIC GOODBYES

The following examples show how to say goodbye:

- ✓ Goodbye
- ✓ Bye
- ✓ I'll say goodbye
- ✓ See you later
- ✓ See you soon.
- ✓ I must go now

### A list of the different ways to say goodbye

- ✓ I must be going.
- ✓ I really must be going
- ✓ I must be off.
- ✓ I'm afraid I've got to go.
- ✓ It's getting rather late. I'll miss my bus.
- ✓ It's getting very late. I'll miss my lift home
- ✓ They're calling my flight.
- ✓ I've got some things to prepare for... .
- ✓ I've got a lot to do this afternoon.
- ✓ I want to get away before the traffic gets too bad.
- ✓ I've enjoyed talking to you.
- ✓ It's been (most) interesting talking to you.
- ✓ It's been most interesting talking to you.
- ✓ It's been a very useful meeting/ nice afternoon.
- ✓ It's been a very useful nice morning / afternoon / evening.
- ✓ Thanks for everything.
- ✓ Thank you for (all) your help.
- ✓ Thank you for coming.
- ✓ I look forward to our next meeting. I look forward to seeing you again.
- ✓ I look forward to seeing you when you're next in Manchester.

### GREETINGS, INTRODUCTIONS AND GOODBYES CONVERSATION

Introducing and greeting someone is the first thing we say to someone or meet someone new.

#### FORMAL AND INFORMAL

**Formal** is more polite and also if you don't know the person.

**In formal** is used when talking to friends only!

#### SIMPLE FORMAL GREETINGS, INTRODUCTIONS AND GOODBYES CONVERSATION

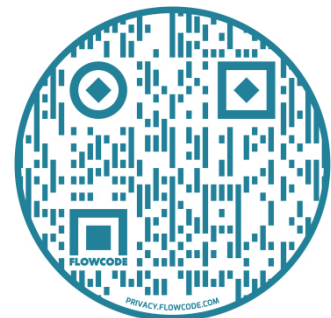
| Greetings              |                        | Introductions  |   | Good-byes                |                              |
|------------------------|------------------------|--|---|--------------------------|------------------------------|
| <i>Sample sentence</i> | <i>Sample response</i> | <i>Sample sentence</i>                                     | <i>Sample response</i>                              | <i>Sample sentence</i>   | <i>Sample response</i>       |
| Hello, Mr. Jones       | Hello.                 | Teacher Paul, I'd like to introduce you to my friend Linda | It's a pleasure to meet you. / Pleased to meet you. | It was nice meeting you. | It was nice meeting you too. |
| Hello, teacher.        | Hello.                 |  |   | It was nice to see you.  |                              |
| Good morning.          | Good morning.          |  |   |                          | Same to you.                 |
| Good afternoon.        | Good afternoon.        |  |   |                          |                              |
| Good evening.          | Good evening.          |  |   | Have a good day.         | Thank you. You too.          |
| How are you?           | Fine, thank you.       |  |   | Good night / Goodbye.    | Good night / Goodbye.        |

**SIMPLE INFORMAL GREETINGS, INTRODUCTIONS AND GOODBYES CONVERSATION**

| Greetings           |   | Introductions                            |                             | Good-byes         |                            |
|---------------------|---|--|-----------------------------|-------------------|----------------------------|
| Sample sentence     | Sample response   | Sample sentence                          | Sample response             | Sample sentence   | Sample response            |
| Hey. Hi.            | Hey. Hi.  | Jane, this is John.<br>He's in my class. | Hi John. Nice to meet you.  | Nice meeting you. | You too.                   |
| How are ya?         | I'm good. All right.  |  |                             | Take it easy.     |                            |
| How are things?     | Pretty good.  | Hi. My name's Jason.                     | I'm Jack. Nice to meet you. | Take care.        |                            |
| How's it goin'?     | OK. Not bad.  |  |                             | I'm off.          | OK, bye.                   |
| How ya doin'?       | I'm doin good.  |  |                             | I gotta go.       | See ya. See ya later. Bye. |
| What's up?          | Nothin much. Not a whole lot. Nothin. Nothin special. Not much. |  |                             | So long.          |                            |
| What's new?         |   |  |                             | See ya.           |                            |
| What's happenin'?   |   |  |                             | See ya later.     |                            |
| What are you up to? |   |  |                             | Bye.              |                            |
| What's goin on?     |   |  |                             |                   |                            |

**EXPRESSIONS OF COURTESY AND COMMON PHRASES FOR THE CLASSROOM**

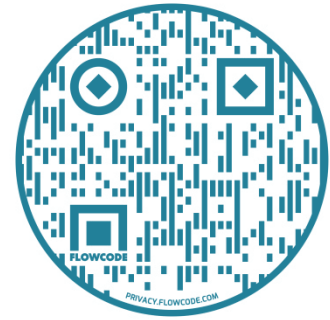
Scan the code to watch the video tutorial and learn the expressions



**EXERCISE 02:** practice the expressions with your classmates.

## PHRASES TO INTRODUCE YOURSELF LIKE A NATIVE ENGLISH SPEAKER

Scan the code to watch the video tutorial and learn the expressions



**EXERCISE 03:** practice the expressions with your classmates.

## GIVING AND RECEIVING COMPLIMENTS

In the country of Japan, being told that your face is small is very high praise for a woman. In Russia, if someone tells you that you look like a **cucumber**, it means that you look healthy and fresh. And if someone calls you an old **pot** in Cameroon, it means you are a wonderful cook.

All of these are examples of compliments – words of praise.

And, as you can see, there are differences among places and cultures about what is believed to be complimentary. But most people agree that giving a compliment is a nice thing to do.

In today's program, we'll show you some common language Americans use to give compliments.



## APPEARANCE

We will begin with appearance. This includes the way a person looks, the clothes they wear and their hairstyle.

You may have already used some of these common language structures for praising someone's appearance. Others may be new.

For example:

- ✓ You are / look + adjective  
...as in "You are beautiful" and "You look great today!"
- ✓ A closely related structure simply adds a noun  
...as in "You are a beautiful person"

In fact, this structure is also common for praising someone's abilities, as I will return to shortly.

Other common structures for complimenting appearance are:

- ✓ I like / love + noun  
...as in "I love that bag!" and "I really like your hair."
- ✓ And: What a + adjective + noun  
...as in "What a fun **tie!**" and "What a pretty dress!"

Listen to a short exchange:

*Ooh, what a fun tie! Where did you get it?*  
*Oh, thank you! I got it at a shop on 14th Street.*

## ABILITIES

We can also compliment someone's **character**, abilities or efforts.

Here's a structure you heard earlier:

You are + adjective + noun  
...as in "You are such a hard worker" and "You really are an amazing cook!"

Note that I added the words "such" and "really." These adverbs and others, like "very" and "so," can add strength to compliments.

Next is: You can really + verb  
...as in "Wow, you can really sing!"

You are great at + noun / **gerund**  
...as in "You're great at bringing people together" and "You're great at math."

And: You make a / an + adjective + noun  
...as in "You make a fine leader" and "You make a very loving partner."

Listen to a short exchange:

*I'm meeting so many interesting people. Sam, you're great at bringing people together.*

*That's a nice thing to say. Thanks! And I'm glad you're here.*



*There are many ways to compliment someone's unique talents, or their social or professional abilities.*

## POSSESSIONS

Americans also compliment people on their possessions, such as a person's home (or things inside the home), car, bike, electronics or countless other possessions. We might offer the compliment in any of these ways:

Nice + noun  
...as in "Nice bike!" and "Nice phone!"

I love / like your + noun  
...as in "I like your dining set" and "I love this painting."

Or: What a + adjective + noun  
...as in "What a beautiful home" or "What a beautiful home you have."

Listen to a short exchange:

*What a beautiful home you have! How long have you lived here?  
Oh, thank you! For about three years now.*



## RECEIVING COMPLIMENTS

Some people may feel uneasy receiving attention and may deny the compliment in some way. But many receive them easily. A simple "Thank you" with a smile is a **gracious** way to answer a compliment.

You can also compliment in return by saying, "That's very kind of you" "How nice of you" or "What a nice thing to say."

### Be sincere

Depending on the social customs where you live, some compliments may be not be received as such. And sometimes, they shouldn't be. People can make backhanded, inappropriate or **insincere** comments that they try to pass as compliments.

A "backhanded compliment" is one that may be meant or understood as an **insult**. Someone might say, for instance, "You look great. Wow, I didn't recognize you!" This can suggest that the compliment-giver thinks the person rarely looks great.

Other compliments are considered unacceptable. For example, in the U.S., it is often inappropriate to comment on physical appearance in the workplace. This is especially true when a man comments on a woman's appearance. But it is acceptable for people to compliment each other at work *about* work.

Another kind of praise is flattery – excessive compliments that are often given in self-interest. An example is praising your supervisor or professor in hopes of gaining better pay or **grades**. It might work on some people but insincerity can be hard to hide.

So it's always best to follow the first rule of giving compliments: Always be sincere!

**EXERCISE 04:** look at each image and practice what each section says (in relation to the action of the image).

Your partner has got a happy moment.

Look at her/his picture.

1. Congratulate her/him on her/his achievement.
2. Give your compliments related to that.
3. Ask how s/he could do that.
4. Ask how s/he feels and why.
5. Comment on her/his reasons.
6. Thank your partner and end the conversation



Your partner has got a happy moment.

Look at her/his picture.

1. Congratulate her/him on her/his achievement.
2. Give your compliments related to that.
3. Ask how s/he could do that.
4. Ask how s/he feels and why.
5. Comment on her/his reasons.
6. Thank your partner and end the conversation



Your partner has got a happy moment.

Look at her/his picture.

1. Congratulate her/him on her/his achievement.
2. Give your compliments related to that.
3. Ask how s/he could do that.
4. Ask how s/he feels and why.
5. Comment on her/his reasons.
6. Thank your partner and end the conversation



HAVING GIVEN  
AN AWESOME  
PRESENTATION

Your partner has got a happy moment.

Look at her/his picture.

1. Congratulate her/him on her/his achievement.
2. Give your compliments related to that.
3. Ask how s/he could do that.
4. Ask how s/he feels and why.
5. Comment on her/his reasons.
6. Thank your partner and end the conversation



HAVING  
ACCOMPLISHED  
A PROJECT

Your partner has got a happy moment.

Look at her/his picture.

1. Congratulate her/him on her/his achievement.
2. Give your compliments related to that.
3. Ask how s/he could do that.
4. Ask how s/he feels and why.
5. Comment on her/his reasons.
6. Thank your partner and end the conversation



GOT A  
SCHOLARSHIP



Your partner has got a happy moment.

Look at her/his picture.

1. Congratulate her/him on her/his achievement.
2. Give your compliments related to that.
3. Ask how s/he could do that.
4. Ask how s/he feels and why.
5. Comment on her/his reasons.
6. Thank your partner and end the conversation



GETTING MARRIED  
NEXT MONTH

**Your partner has got a happy moment.  
Look at her/his picture.**

1. Congratulate her/him on her/his achievement.
2. Give your compliments related to that.
3. Ask how s/he could do that.
4. Ask how s/he feels and why.
5. Comment on her/his reasons.
6. Thank your partner and end the conversation

**WINNING  
A HORSE  
RACING**



**Your partner has got a happy moment.  
Look at her/his picture.**

1. Congratulate her/him on her/his achievement.
2. Give your compliments related to that.
3. Ask how s/he could do that.
4. Ask how s/he feels and why.
5. Comment on her/his reasons.
6. Thank your partner and end the conversation

**HAVING OPENED  
A NEW BRANCH  
OFFICE**



**Your partner has got a happy moment.  
Look at her/his picture.**

1. Congratulate her/him on her/his achievement.
2. Give your compliments related to that.
3. Ask how s/he could do that.
4. Ask how s/he feels and why.
5. Comment on her/his reasons.
6. Thank your partner and end the conversation



**Your partner has got a happy moment.  
Look at her/his picture.**

1. Congratulate her/him on her/his achievement.
2. Give your compliments related to that.
3. Ask how s/he could do that.
4. Ask how s/he feels and why.
5. Comment on her/his reasons.
6. Thank your partner and end the conversation



**HAVING CLIMBED  
MOUNT EVEREST**

**Your partner has got a happy moment.**

**Look at her/his picture.**

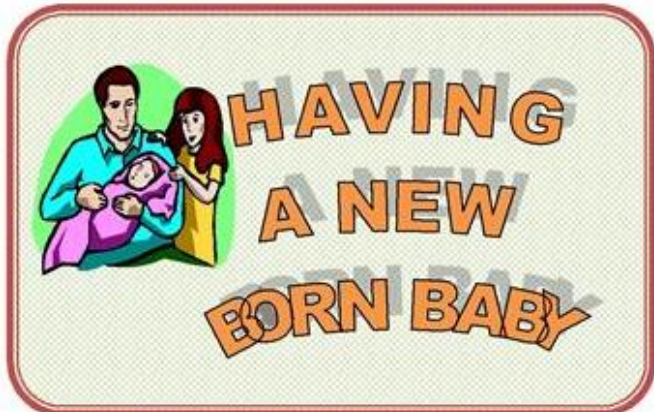
1. Congratulate her/him on her/his achievement.
2. Give your compliments related to that.
3. Ask how s/he could do that.
4. Ask how s/he feels and why.
5. Comment on her/his reasons.
6. Thank your partner and end the conversation



**Your partner has got a happy moment.**

**Look at her/his picture.**

1. Congratulate her/him on her/his achievement.
2. Give your compliments related to that.
3. Ask how s/he could do that.
4. Ask how s/he feels and why.
5. Comment on her/his reasons.
6. Thank your partner and end the conversation



iSLCollective.com

## HOW TO APOLOGIZE

### ASKING FOR FORGIVENESS GRACEFULLY

Scott has just arrived at his staff meeting, and he can tell that his boss, Catherine, is stressed. He ignores the tension in the room, and launches into his carefully researched presentation.

After a few minutes, however, Catherine picks up on a tiny error and begins to berate Scott. She accuses him, and the rest of the team, of not pulling their weight. Her hurtful words embarrass Scott, and he leaves the meeting early because he's so upset.

As the days pass, Scott expects Catherine to apologize for her behavior. However, the apology never comes, and their relationship becomes strained, resentful, and unproductive. A few months later, Scott takes a position in another department.

In this situation, Catherine could have healed her relationship with Scott with a sincere apology after the meeting. But, instead, she lost a talented team member.

In this article, we'll see why apologies are so important, and we'll look at how to apologize with sincerity and grace when you've made a mistake.

### WHAT IS AN APOLOGY?

An apology is a statement that has two key elements:

1. It shows your remorse over your actions.



2. It acknowledges the hurt that your actions have caused to someone else.

We all need to learn how to apologize – after all, no one is perfect. We all make mistakes, and we all have the capability to hurt people through our behaviors and actions, whether these are intentional or not.

It isn't always easy to apologize, but it's the most effective way to restore trust and balance in a relationship, when you've done something wrong.

### **WHY APOLOGIZE?**

There are many reasons why you should make a sincere apology when you've hurt someone unnecessarily, or have made a mistake.

First, an apology opens a dialogue between yourself and the other person. Your willingness to admit your mistake can give the other person the opportunity he needs to communicate with you, and start dealing with his feelings. When you apologize, you also acknowledge that you engaged in unacceptable behavior. This helps you rebuild trust and reestablish your relationship with the other person. It also gives you a chance to discuss what is and isn't acceptable.

What's more, when you admit that the situation was your fault, you restore dignity to the person you hurt. This can begin the healing process, and it can ensure that she doesn't unjustly blame herself for what happened.

Last, a sincere apology shows that you're taking responsibility for your actions. This can strengthen your self-confidence, self-respect, and reputation. You're also likely to feel a sense of relief when you come clean about your actions, and it's one of the best ways to restore your **integrity** in the eyes of others.

### **CONSEQUENCES OF NOT APOLOGIZING**

What are the consequences if you don't apologize when you've made a mistake?

First, you will damage your relationships with colleagues, clients, friends, or family. It can harm your reputation, limit your career opportunities, and lower your effectiveness – and, others may not want to work with you.

It also negatively affects your team when you don't apologize. No one wants to work for a boss who can't own up to his mistakes, and who doesn't apologize for them. The animosity, tension, and pain that comes with this can create a toxic work environment.

### **WHY APOLOGIES ARE DIFFICULT**

With all these negative consequences, why do some people still refuse to apologize?

First, apologies take courage. When you admit that you were wrong, it puts you in a vulnerable position, which can open you up to attack or blame. Some people struggle to show this courage.

Alternatively, you may be so full of shame and embarrassment over your actions that you can't bring yourself to face the other person.

Or, you may be following the advice "never apologize, never explain." It's up to you if you want to be this arrogant, but, if you do, don't expect to be seen as a wise or an inspiring leader.

### **HOW TO APOLOGIZE APPROPRIATELY**

In an **article** in the Journal of Psycholinguistic Research, psychologists Steven Scher and John Darley present a four-step framework that you can use when you make an apology.

Let's look at each step, below.

#### **Step 1: Express Remorse**

Every apology needs to start with two magic words: "I'm sorry," or "I apologize." This is essential because these words express remorse over your actions.

For example, you could say: "I'm sorry that I snapped at you yesterday. I feel embarrassed and ashamed by the way I acted."

Your words need to be sincere and authentic . Be honest with yourself, and with the other person, about why you want to apologize. Never make an apology when you have ulterior motives, or if you see it as a means to an end.

Timeliness is also important here. Apologize as soon as you realize that you've wronged someone else.

### **Step 2: Admit Responsibility**

Next, admit responsibility for your actions or behavior, and acknowledge what you did.

Here, you need to empathize with the person you wronged, and demonstrate that you understand how you made her feel.

Don't make assumptions – instead, simply try to put you in that person's shoes and imagine how she felt.

For example: "I know that I hurt your feelings yesterday when I snapped at you. I'm sure this embarrassed you, especially since everyone else on the team was there. I was wrong to treat you like that."

### **Step 3: Make Amends**

When you make amends , you take action to make the situation right.

Here are two examples:

"If there's anything that I can do to make this up to you, please just ask."

"I realize that I was wrong to doubt your ability to chair our staff meeting. I'd like you to lead the team through tomorrow's meeting to demonstrate your skills."

Think carefully about this step. Token gestures or empty promises will do more harm than good. Because you feel guilty, you might also be tempted to give more than what's appropriate – so be proportionate in what you offer.

### **Step 4: Promise That It Won't Happen Again**

Your last step is to explain that you won't repeat the action or behavior.

This step is important because you reassure the other person that you're going to change your behavior. This helps you rebuild trust and repair the relationship.

You could say: "From now on, I'm going to manage my stress better, so that I don't snap at you and the rest of the team. And, I want you to call me out if I do this again."

Make sure that you honor this commitment in the days or weeks to come – if you promise to change your behavior, but don't follow through; others will question your reputation and your trustworthiness.

**Tip:** *If you're concerned that your words won't come out right when you apologize, write down what you want to say, and then role-play the conversation with a trusted friend or colleague. However, don't practice so much that your apology sounds rehearsed.*

### **FURTHER STRATEGIES FOR EFFECTIVE APOLOGIES**

In addition to the four steps above, keep the following in mind when you apologize.

### Don't Offer Excuses

During an apology, many people are tempted to explain their actions. This can be helpful, but explanations can often serve as excuses, and these can weaken your apology. Don't shift part of the blame onto someone or something else in an attempt to reduce responsibility.

Here is an example of using excuses in an apology: "I'm sorry that I snapped at you when you came into my office yesterday. I had a lot on my plate, and my boss demanded my project report an hour earlier than planned." In this case, you excuse your behavior because of stress, and you imply that the other person was at fault because he bothered you on a busy day. This makes you look weak.

A better approach is to say, "I'm sorry I snapped at you yesterday." This is short and heartfelt, and it offers no excuses for your behavior.

### Don't Expect Instant Forgiveness

Keep in mind that the other person might not be ready to forgive you for what happened. Give that person time to heal, and don't rush her through the process.

For example, after you make your apology, you could say, "I know that you might not be ready to forgive me, and I understand how that feels. I simply wanted to say how sorry I am. I'll give you plenty of time to see that I'm changing my behavior."

### Be Aware of Legal Ramifications

Bear in mind that the law in some countries and regions may interpret an apology as an admission of liability or guilt.

Before you apologize on behalf of your organization, you may want to speak with your boss, or get further advice from a legal professional. However, don't use this as an excuse not to apologize, unless the risk is significant

**Tip 1:** *Be gracious and fair when you receive an apology. If you respond with aggression or self-righteousness, you may lose the respect of the person who apologized, as well as the respect of the people around you.*

**Tip 2:** *Don't demand an apology from someone else. They may well refuse, and you can easily end up in an angry, unproductive standoff.*

**Don't offer excuses when you apologize. Otherwise, you'll sound as if you're trying to shift blame away from yourself and on to someone or something else.**

### EXERCISE 05:

Read and practice each apology phrase with its response.

#### Apologizing

I'm sorry

I'm so/very sorry if I .....

I apologize for.....

Please accept my apologies for.....

I'm sorry to bother you

I'm sorry to interrupt you

I'm sorry I didn't mean that

Sorry to have kept you waiting

#### Accepting an apology

That's okay

That's all right

No Problem

Never mind

It doesn't matter

I accept your apology(apologies)

That's quite all right

Don't worry

**Read the following dialogue and practice with your classmates.**

- Andy : Excuse me, Sir.  
 Teacher : Why are you so late, Andy?  
 Andy : I am very sorry, but I got a traffic jam.  
 Teacher : Really? You told me the same thing every time you came late.  
 Andy : But, Sir. I was really trapped in the traffic jam. I do apologize.  
 Teacher : Next time, please come earlier, otherwise you will miss the lesson.  
 Andy : Ok, sir. I promise!  
 Teacher : Good! Then you may have a seat.

**Make conversations based on the situations below:**

1. You had an appointment to meet your girl friend, but you were late because of the traffic jam
2. You have lost your friend's ticket to a concert.
3. You have let your friend copy your answers to the homework but all the answers were wrong
4. You borrowed a book from a friend a few days ago. You promised to give it back today, but you forgot to bring it. Your friend really needs the book because he is going to have a test tomorrow. Apologize him and offer the solution.

**CONSTRUCTING SENTENCES**

Below is a review of the basic structure of affirmative, negative and interrogative sentences is presented. For more information about the structure of sentences, see the lessons of tenses.

**AFFIRMATIVE SENTENCES****Subject + verb + noun, adjective...**

Example:

1. I'm happy.
2. She likes ice cream.
3. We live in Madrid.
4. They have [they've got] a car.

**NEGATIVE SENTENCES**

Depending on the verb, there are two ways to construct negative sentences:

As a general rule, to construct negative sentences need the auxiliary verb "to do". We combine the auxiliary verb ("to do ") in negative phrases. The main verb is in the infinitive form.

**Subject + auxiliary verb (to do) + negative auxiliary (not) + verb + noun, adjective...**

Example:

1. She does not [doesn't] like ice cream.
2. We do not [don't] live in Madrid.
3. They do not [don't] have a car.



With the verbs "to be" (ser / estar) and "have got" (have) no need for an additional auxiliary negations. Note that the verb "have got" the negative particle is placed between "have" and "got".

### **Sujeto + verbo + auxiliar negativo (not) + nombre, adjetivo...**

Example:

1. I'm not happy
2. They've not [they haven't] got a car.

**Note:** It is important to note the difference between the verbs "have" and "have got".

The two verbs mean "to have". The only difference is the use of the auxiliary in time to interrogative sentences or negative sentences. In the form "have got" the verb "have" auxiliary ago, but the verb "have" does need the auxiliary "to do" to build the negative and interrogative sentence. For more information, see the lesson Have vs. have got.

### **INTERROGATIVE SENTENCES**

As negative phrases, there are two forms of interrogative sentences.

As a general rule, we need the auxiliary verb ("to do") to construct interrogative sentences. As in negative sentences, we combine the auxiliary verb ("to do") and the main verb is in the infinitive form.

### **Auxiliary verb (to do) + subject + verb + noun, adjective...**

Example:

1. Does she like ice cream?
2. Do you live in Madrid?
3. Do they have a car?

### **With the verbs "to be" (to be) and "have got" (to have).**

### **Verb + subject + noun, adjective...**

Example:

1. Is he happy?
2. Have they got a car?

### **EXERCISE 06:**

**Write the words in the correct order to form a sentence.**

- |                           |                                   |
|---------------------------|-----------------------------------|
| 1. lives/she/New York/in  | 6. got/car/has/he/a/?             |
| 2. don't/like/I/ice cream | 7. are/happy/?/they               |
| 3. a/they/dog/got/have    | 8. does/like/he/?/dogs            |
| 4. not/is/tired/he        | 9. go/Carol/doesn't/the/cinema/to |
| 5. we/Spain/don't/live/in | 10. go/to/sleep/to/want/I         |

## **BEING POLITE**

### **WHY IT'S SO IMPORTANT TO BE POLITE WHEN YOU SPEAK ENGLISH**

English speakers value politeness over almost everything else. You can speak the most perfect English, but if you appear rude, other people won't want to talk to you.

Politeness helps us to deal with other people easily and smoothly. It helps us get on with strangers in a crowded place (like in the underground) and it helps us get what we want (say "Please" and your transactions get easier). Politeness is something we learn as children, and we expect to see it in other people, too.

But one problem is that if English isn't your first language, it's difficult to know what's polite and when to use a polite expression. So here are some quick tips to help!

- 1. Don't make orders.** We rarely use the imperative form. So instead of saying "Do this!" we'd say "Can you do this, please?" or "Would you mind doing this?"

Using modal auxiliaries helps you to make requests:

*Can / Could you...*  
*Would you mind (+ ing)...*  
 "Could you help me with this project?"  
 "Would you mind moving your suitcase?"

- 2. Ask for permission.** If you want to do something that might inconvenience someone else, ask before you do it!

*Do you mind if I...*  
*Is it OK if I...*  
 "Do you mind if I turn on the air conditioning?"  
 "Is it OK if I turn off the photocopier?"

- 3. Show respect for other people's opinions**

You can also seem too direct when you give strong opinions. Supposing the other person doesn't agree? Then it would be difficult for them to share their opinion with you. So English speakers use a range of "softening phrases" to appear less inflexible.

*kind of / a bit*  
 "It's kind of hot in here. Can I open the window?"  
 "It's a bit too late to go out now. Shall we stay in?"

*may / might*  
 "It might not be possible to give you a day off next week."

- 4. Make it easy for the other person to say no.** When you are less direct with other people, you give them space to refuse a request or say "no" without losing face. One way to be less direct is to use past forms:

"I *was wondering* if we could talk about a pay rise." (Past continuous)  
 "*Did you have* time to look at my report?" (Past simple)  
 "I *wanted* to ask you a favor." (Past simple)

- 5. Remember and use the "magic words".** The "magic words" are the words that get you what you want. This is the sort of thing we learn from an early age:

Child: "I want an ice-cream."  
 Parent: "What's the magic word?"  
 Child: "Please."  
 Parent: "Please can I have..."  
 Child: "Please can I have an ice-cream?"

The magic words for politeness are:

Please – when we want something  
 Thank you – when we receive something

Sorry – when we inconvenience someone, do something wrong, or can't help someone  
 Excuse me – when we interrupt someone, or want to ask a stranger a question

## EXPRESSING PURPOSE

### PURPOSE WITH **TO**, **IN ORDER TO** AND **SO AS TO**

Use **to**, **so as to**, and **in order to** to express purpose in the affirmative form.

Examples:

- ✓ He is looking for a part time job **to** save some pocket money.
- ✓ She wakes up early **in order to** be on time to work.
- ✓ They visited him **so as to** offer their condolences for the death of his wife.

Use **so as not to** and **in order not to** to express purpose in the negative form.

Examples:

- ✓ They woke up early **in order not to** be late.
- ✓ She exercises regularly **so as not to** get fat.
- ✓ He helped the new policewoman **so as not to** fail in her first mission.

### PURPOSE WITH **SO THAT**

You can also express purpose with **so that**. In this case you generally need to use a modal.

Examples:

- ✓ He turned down the music **so that** he wouldn't disturb the neighbors.
- ✓ He got a visa **so that** he can travel to the USA.
- ✓ He decided to stay in England for a while **so that** he could practice his English.

### PURPOSE WITH **FOR**

Purpose can be also expressed by using **for**. **For** may be followed by either a noun or a verb + ing.

Examples:

- ✓ I stopped there **for** a chat.
- ✓ This mop is **for** cleaning the floor.

#### 1. We worked hard just before Christmas \_ we could really enjoy the holiday.

- to
- so that
- in order to

#### 2. John just popped out \_ the paper.

- buy
- to buy
- for buy

#### 3. Take your house keys in case I \_ out when you come back.

- will go
- have gone
- went

**4. This oven is used \_ bread.**

- to make
- for making
- for make

**5. This bracelet is \_ Sarah. It's her birthday tomorrow.**

- in order to
- for
- to

**6. John whispered \_ disturb the other passengers on the flight.**

- so as not to
- to
- for

**EXERCISE 07:** practice the lesson with the exercises your teacher gives you.

**VOCABULARY EXERCISE**

|              |                    |                |               |                  |                 |                     |
|--------------|--------------------|----------------|---------------|------------------|-----------------|---------------------|
| <b>Brag</b>  | <b>Disgraceful</b> | <b>Ability</b> | <b>Numb</b>   | <b>Stuttered</b> | <b>Accurate</b> | <b>Grin</b>         |
| <b>Timid</b> | <b>Enormous</b>    | <b>Leap</b>    | <b>Clumsy</b> | <b>Shrieked</b>  | <b>Hiccough</b> | <b>Contradicted</b> |

**EXERCISE 08:** fill the appropriate Vocabulary in the sentences below.

1. The word \_\_\_\_\_ is pronounced hiccup.
2. She has a lot of \_\_\_\_\_ in tennis; in fact she's the best player in middle school!
3. Your behavior is \_\_\_\_\_. Report to the headmaster at once!
4. Your work is very \_\_\_\_\_; it contains no mistakes at all.
5. What are you \_\_\_\_\_ about? Did I say something funny?
6. "No, that's not right - he comes from Belgium, not France," she \_\_\_\_\_.
7. "I'm the best-looking boy in the school," he \_\_\_\_\_.
8. Have you ever seen dolphins \_\_\_\_\_ out of the water? It's a wonderful sight!
9. My sister is the \_\_\_\_\_ person I know.
10. When I came back from skiing, my fingers were \_\_\_\_\_ and I couldn't unzip my jacket.

**BIOGRAPHY AND EGRAPHY (OF THE NEW CONTENT INCLUDED IN THIS VERSION OF THE DOCUMENT)****Books and documents:**

1. The following information was based on information from Judy K. Montgomery's book: *The Bridge of Vocabulary: Evidence Based Activities for Academic Success* (NCS Pearson Inc, 2007).

**Web sites:**

[http://www.srsdeaf.org/Downloads/Bridge\\_of\\_Vocabulary.pdf](http://www.srsdeaf.org/Downloads/Bridge_of_Vocabulary.pdf)

<https://en.islcollective.com/english-esl-worksheets/grammar/questions-interrogative/giving-compliments/17629>

<https://en.islcollective.com/english-esl-worksheets/material-type/role-plays-and-improvisation-activities/apologizing/25073>

<https://healthyrelationshipsutah.org/blog/how-to-apologize>

<https://learningenglish.voanews.com/a/giving-and-receiving-compliments/4765785.html>

<https://www.easypacelearning.com/all-lessons/english-level-2/1361-farewells-in-english-goodbyes-expressions>

<https://www.easypacelearning.com/all-lessons/learning-english-level-1/1280-formal-greetings-introductions-and-goodbyes-conversation>

<https://www.english-at-home.com/important-polite-speak-english/>

<https://www.englishclub.com/speaking/greetings.htm>

<https://www.healthyweightsecret.com/post/2018/01/25/what-is-the-role-of-compliments-in-our-life>

<https://www.mindtools.com/pages/article/how-to-apologize.htm>

**Video-tutorials:**

<https://www.youtube.com/watch?v=61Qb05MuZ98&app=desktop>