

## Communicative Function

### Unit 1 Studying English

#### Greetings and Introductions

People greet each other when they meet. And in meeting new people it is common to introduce oneself and be introduced by others. This exercise focuses on different ways to greet people and to make introductions.

#### Useful Expressions for Greeting and Introductions

Greetings	Making Introductions
Hello.	May I introduce (Mr. Wang) to you?
How are you doing?	I'd like to introduce (Mr. Wang) to you.
How's everything?	Come and meet (Mr. Wang), our software engineer.
What's new?	This is (Mr. Wang), my cousin.
How's it going?	Hello, I'm (Mr. Wang) from (Beijing).
Good morning, Jack. How are you?	My name is (Mr. Wang).
Hello, Paul. I've heard so much about you.	I'd like you to meet the president of our company, (Mr. Wang Ling).
You look great today. How are things?	Good afternoon, I'm (Wang Ling). Very pleased to meet you.
Hi, how have you been?	
Hey, great to see you.	
Fancy meeting you here.	
Hi, I've been looking forward to meeting you.	
How nice to see you.	
It's good to see you.	

### Unit 2 Fun with Language

#### Opening and Closing a Conversation

In everyday life, we often have to open and close a conversation. This exercise focuses on how people perform these communicative functions.

#### Useful Expressions for Opening and Closing a Conversation

Opening a conversation	Closing a conversation
Beautiful day, isn't it?	It was a nice talking to you/ to see you again.
Terrible weather, don't you think so?	It was great seeing you.
Excuse me, is anybody sitting here/ is this seat taken?	See you again sometime/See you tomorrow.
I wonder if you can do me a favor.	Have a good day/ nice weekend/ nice trip.
You look familiar to me, aren't you...?	Thanks very much for inviting us to your wonderful party.
Excuse me, haven't we met somewhere before?	I hope to see you again soon. Let's have lunch together sometime.
Excuse me, Have you got any stamps?	I'm afraid I have to get back to my office. I'm expecting a phone call.
Excuse me, could you tell me the time?	It's been great seeing you again. Gee, look at the time. I've got to run, Talk to you later.
Excuse me, is this the way to the library?	Well, thanks for talking to us today.
Sorry, I couldn't help overhearing—did you mention something about...?	I've got to be going. I'll be in touch.
Er, do you have a minute> I'm not quite sure what this word means.	Well, the time has come for us to say goodbye.

	Keep in touch. Remember to give me a ring/ send me an e-mail sometime.
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### Unit 3 School Life

#### Expressing Likes and Dislikes

There are various ways to express likes and dislikes. They can be expressed by using verbs, phrasal verbs, adjectives as well as adjectival phrases.

#### Dislikes

Greetings	Making Introductions
I hate (being laughed at by others).	I'm bored to death with (this kind of show).
I don't care for (Kentucky Fried Chicken).	(Long Speeches) bore me.
I can't stand/bear/put up with (the heat).	I especially dislike (onions).
I think little of (fast food).	(That sort of music) is rubbish.
That's the last thing I need.	(Ballroom dancing) is not my cup of tea.
I'm tired of (rainy days).	
I'm fed up with (your rudeness).	

### Unit 4 Going to a Party

#### Controlling a Conversation

In daily communication we often use different techniques to control a conversation. We need to know how to show attention or surprise, how to agree or disagree, how to break in, how to change the subject, and how to bring other people into a conversation. In this part you'll learn some of the ways we use to control a conversation.

#### Useful Expressions to Controlling a Conversation and Changing a Topic

Controlling a Conversation	Changing a Topic
I see. No kidding!	By the way,...
Yeah. Imagine that!	Come to think of it,...
Yes. Like what?	Speaking of...
Hmm. Don't you think so?	And another thing,...
Well,... Well, let me see...	Something else I'd like to know is...
Really? Let me think for a minute.	This may sound like a dumb question, but I'd like to know...
	To get back to our talk,...

### Unit 6 Shopping

#### Getting Information

In everyday life we have to deal with many kinds of situations that require us to obtain information from others. Different ways can be used to ask for information from different people.

#### Useful Expressions for Getting Information

Could you tell me...?
I wonder if you could tell me...
I'd like to know something about...
I was wondering if you could help me. I'd like to know...
Excuse me, do you happen to know...?
I hope you don't mind my asking, but I'd like to know...
Would you mind telling me more about...?
What I want to know is...

I don't quite understand why...

## Unit 9 Going on Vacation

### Making Reservations

Telephones are used extensively nowadays. People use the telephone to make reservations for tickets, hotel rooms, tables and so on.

## Unit 10 Places of Interest

### Describing Places

In daily life we often need to describe places to others, for example, describe a city or a school they haven't been to or a tourist attraction they haven't visited. One of the most common ways to describe places is by using adjectives. This exercise deals with how to describe places with adjectives.

#### Useful Expressions for Describing Places

Asking for a Description	Describing Places
How was (your vacation in Europe)?	Tokyo is (big) and (modern).
What was (Berlin) like?	Beijing is (an old city) and full of (tourist attractions).
How do you like (Sydney)?	Qingdao is (a famous scenic spot).
What does (the Oriental Pearl TV Tower) look like?	Our town has (the most beautiful garden in the whole country).
What's interesting about (the Old City in Shanghai)?	New York is (a city of skyscrapers).
What do you think of (the Great Wall)?	Disneyland must be/ sound like (a fascinating place).
How old is (the Tower of London)?	New Orleans is well-known for its (jazz music).
What's particular/so special about (the Summer Palace)?	Hawaii is (a group of island in the Pacific).
What do you like most about (the Yellow Mountains)?	The weather in Guangzhou is (sunny and warm).
What is your impression of (the Olympic Park in Beijing)?	San Francisco is located (in the western part of the U.S.).

## Unit 11 Animals

### Making Suggestions

In daily life we are often approached by our friends or relatives for advice. In return we make suggestions to them as to what they should do. In other words, we put forward an idea for them to consider. In this exercise we are going to focus on various ways making suggestions in English.

#### Useful Expressions for Making Suggestions

Don't you think we should (take the dog for a walk)?
Shall we (get some dog food from that store)?
Why don't we (buy Johnny a pet for a gift)?
Why don't you (leave your dog to your neighbor while you're on holiday)?
Why not (feed the cat now)?
How about (buying some tropical fish)?
What about (building a hutch for the rabbit)?
You'd better (clean up the rabbit hutch).
If I were you, I'd (go and buy a parrot in the market).

Have you thought about (having a dog for company)?  
 I was wondering if you'd ever thought of (buying Jimmy some goldfish for his birthday).  
 I think it might be a good idea to (buy him a pet mouse. He was born in the year of the Rat).

## Unit 13 the Media

### Describing Things

In daily life we often describe things to others. In our descriptions, we talk about size, shape, color and so on.

#### Useful Expressions for Describing Things

Asking for Descriptions	Describing Things
How big is (the living room)?	It's (dark blue).
How heavy is (this down jacket)?	It's (round).
How does (the computer) work?	It's made of (wood/plastic/leather).
What's (the shopping bag) made of?	It's (quite long and rather wide).
What's (this tool) used for?	It's (a multi-storey building).
What color are (the walls)?	It's (in the center of the town).
What size are (the shoes)?	It's (quite modern).
What does (your new apartment) look like?	It looks like (a TV set).
Can you describe (the house/flat you have just moved in)?	
Tell me about (the kitchen).	

## Unit 14 Advertising

### Agreement or Disagreement

In daily conversation, we often agree or disagree with other people's opinions. The exercise is focused on how we express agreement or disagreement.

#### Useful Expressions for Agreement and Disagreement

Expressing Agreement	Expressing Disagreement
I agree entirely.	I wouldn't say so.
I couldn't agree with you more.	I couldn't agree with you less.
You can say that again.	No way.
I'll say/ You said it.	It's out of the question.
That's it/You got it.	I'm not sure I can agree.
Why not?	I couldn't disagree more.
That's for sure/Sure/Absolutely/Definitely/By all means/You bet.	I disagree.
That's just what I think/I feel the same way.	I don't think so.
Me, too.	Are you absolutely sure?
I think/guess/suppose so.	I wonder if there's a mistake.
Exactly.	Are you kidding?