

Lesson - 6

Polite Phrases

- **Polite phrase** means a **class of words** that help us to show **respect** and make us **formal** and **civil**.
- **Polite phrases** are very important in **business**, **academics**, and in **formal** situations.

Synonyms of **Polite**

- | | | |
|-------------|------------|-----------|
| • polite | • delicate | • fine |
| • courteous | • affable | • slim |
| • nice | • seasoned | • subtle |
| • gentle | • decent | • slender |
| • urbane | • mannerly | |
| • refined | • proper | |
| • kind | • thin | |

Tell the magic words!



Thank you

Sorry



Excuse me

Thank you



Sorry

Excuse me



Please

Sorry

Politely Ask Someone to Repeat Something

- Sorry
- Excuse me?
- Pardon?
- Could you please repeat that?
- I'm sorry, I don't understand. Could you repeat that, please?
- Let me repeat that just to make sure?
- Do you mind repeating that?
- Would you mind repeating that?
- Sorry, I didn't hear what you said.
- Sorry, I didn't catch that.



⇒ MOST COMMON ENGLISH PHRASES

Saying THANK YOU

- Thanks.
- Cheers.
- Thank you very much.
- I really appreciate it.
- You've made my day.
- You are great.
- I'm in your debt.
- You are the best.
- Thank you so much.
- Thanks a million.
- You're an angel.
- Thanks a bunch.
- I do not know how to thank you.
- That's so kind of you. Many thanks.
- I can't thank you enough.
- All my love and thanks to you.
- Words can't describe how thankful I am.
- Please accept my best thanks.
- Thanks a ton for helping out.
- Thank you for helping me.
- I appreciate it more than you will ever know.
- I don't have the words to thank you.

Ways to Say NO

- No thanks, I have another ...
- Unfortunately, it's not a good time.
- I'd love to – but can't.
- I wish I could make it work.
- No thanks, I won't be able to make it.
- I'm sorry, I'm busy.
- I'm already booked.
- That's not going to work for me.
- Sounds fun, but I'm not available.
- I want to, but I'm unable to.
- I just don't have that to give right now.
- I'm not able to commit to that right now.
- It is not a good idea for me.
- Apologies, but I can't make it.
- I can't take on any more responsibilities.
- My body says yes, but my heart says no.
- Nope
- Maybe another time.
- I am not accepting anything else at this time.
- We appreciate the offer, but ...
- I'm not really into it, but thanks for asking!
- I'd rather not, thanks.

⇒ Exercise 1:

Drag and put appropriate polite words in the given boxes for the given pictures.

Sorry

Please

Thank you

Excuse Me



⇒ Polite Phrases and Greetings Worksheet

Part A: Look at the picture and select which polite phrase you should use.



1. Sorry
Please
Thank you



2. Thank you
Excuse me
Sorry



3. Excuse me
Please
Thank you



4. Thank you
Excuse me
Please