

✓ READ ONCE DAILY



SAYING THINGS POLITELY

— ORDINARY WAY OF SPEAKING

You shouldn't do that. ➔

You need to leave. ➔

You need to choose something. ➔

Listen to what he is saying. ➔

Sit down. ➔

Listen to me. ➔

You need to know this. ➔

We have finished our discussion. ➔

You are wrong. ➔

Get out of my way. ➔

That isn't any of your business. ➔

It's none of your business. ➔

I want to talk now. ➔

Be more careful with that. ➔

— POLITE way (FOCUS ON THIS)

Maybe you shouldn't do that.

Don't you need to leave?

Can I help you choose something?

We need to listen to what he is saying.

Please sit down.

May I please have your attention?

I think you will want to know this.

Have we finished our discussion?

I don't think that is correct.

May I please come through?

I don't believe that concerns you.

I'm sorry, but we will take care of that.

Excuse me. May I say something?

I would be more careful with that.

SAYING THINGS POLITELY (continued)

You don't need to know. ➡

I don't want to answer that just now.

Don't do that. ➡

Please wait.

You are late. ➡

I think we need to hurry.

He is coming and you are not ready. ➡ **Isn't he coming soon?**

Do it this way. ➡

Let me show you how to do it.

We don't know that. ➡

We don't really know that.

He is always wrong. ➡

Sometimes we think he is wrong.

I don't want to do it now. ➡

Could we do it another time?
