**Offer help:**

1. Can/May I help you?
2. Would you like me to do that for you?
3. Is there anything I can do to help you?
4. Let me get it for you?
5. How about me getting it for you?
6. If you want, I could get it for you?
7. Can I help you with that?
8. Would you like some help?
9. Would you mind getting a coffee for me?
10. Can / could you please do me a favour?

**Replies:**

1. Sure
2. Okay
3. It would you be great.
4. It would be great.
5. Thanks in advance.
6. You are really kind. Thank you.
7. Refuse
8. No, thanks.
9. Thanks, I can do it by myself.
10. Thanks for asking. But I can do this.
11. I guess I will manage this.
12. Please do this for me.
13. Attend
14. Act
15. Allow
16. Amuse.
17. Escalator
18. Corridor
19. Hotel
20. Hire lorry

**Different ways to say sorry:**

1. I am sorry
2. I am extremely sorry
3. My mistake/ It is my mistake
4. I am terribly sorry.
5. Please forgive me.
6. My apologies ( formal)
7. I beg your pardon / pardon me please.
8. I will make sure that this won't happen again. I am sorry.
9. Excuse me for hurting you.
10. It's completely my fault. Sorry
11. I should not have done so ( நான் அப்படி செய்திருக்க கூடாது )
12. I was wrong on that. Sorry.

**Different ways to say okay:**

1. Yes
2. Yup
3. Yeah
4. Alright
5. Well
6. Okay, done
7. Sure thing
8. Sure
9. Surely
10. Certainly
11. Of course
12. By all means
13. No problem/ Not a problem / Not at all a problem
14. Why not?
15. A thousand times yes
16. Yeah, I agree
17. I can
18. I will
19. As you wish
20. Green light
21. Happy to help

**Sentences:**

1. I am ashamed.
2. Try to understand the situation please.
3. I am not able to tackle.
4. It is so hilarious.
5. I know what to do.
6. I don't know what to say.
7. It is possible.
8. You are my great backup.
9. It is not necessary.
10. We should do something.
11. It is upto you.
12. I am really scared.
13. It doesn't matter.
14. I need it for sure.
15. Don't miss the opportunity.

**Pattern:**

**Sub+ be verb+ about to + verb**

Eg) I am about to go there.

நான் அங்கே செல்ல இருக்கிறேன்.

She was about to run.

அவள் ஓட இருந்தாள்.

**Pass away** - Die

He passed away

**Mess up** - disorganize or make a mess

She messed up the whole function.

**Carry on** - Continue.

You please carry on with your work.

**Pass out**- distribute.

Please pass out these files.

**Move on** - move to another phase or place.

Move on with your life.