

make notes

Certainly! Here are concise notes based on the previous content about language functions and related skills:

Language Functions – Notes

Greeting and Taking Leave

- **Formal Greeting:** Use titles (Mr., Mrs.) and polite phrases.
 - Example: "Good morning, Mr. Sharma."
- **Informal Greeting:** Use first names and casual language.
 - Example: "Hi, Parvati!"
- **Taking Leave:**
 - Formal: "Goodbye, Mrs. Soni."
 - Informal: "Bye, see you!"

Enquiring and Giving Information

- **Formal Enquiry:** Polite phrases and indirect questions.
 - Example: "Excuse me, could you tell me the way to the library?"
- **Informal Enquiry:** Direct questions.
 - Example: "Do you know where the library is?"
- **Responding:**
 - Formal: "Certainly, sir."
 - Informal: "Yeah, sure."

Apologizing and Responding

- **Formal Apology:** Express regret and responsibility.
 - Example: "I'm really sorry, I won't do it again."
- **Informal Apology:** Short and simple.
 - Example: "Sorry, I'm late."
- **Accepting Apology:**

- Formal: "Let it not happen again."
- Informal: "No problem."

Appreciating

- **Formal Appreciation:** Express gratitude clearly.
 - Example: "I appreciate your help."
- **Informal Appreciation:** Casual compliments.
 - Example: "Thanks, you're awesome!"

Asking for and Giving Directions

- **Asking for Directions:**
 - Example: "Can you tell me where the bank is?"
- **Giving Directions:**
 - Example: "Go straight, then turn left."

Summary Table

Function	Formal Example	Informal Example
Greeting	Good morning, Mr. Sharma	Hi, Parvati!
Taking Leave	Goodbye, Mrs. Soni	Bye, see you!
Enquiring	Excuse me, could you tell me...?	Do you know...?
Apologizing	I'm really sorry for...	Sorry, I'm late.
Appreciating	I appreciate your help.	Thanks, you're awesome!
Giving Directions	Go straight, then turn left.	Walk down, then right.

These notes summarize the main language functions and provide clear examples for each.