

Using the dictionary

Expressing yourself politely

A Make these dialogues more polite. Use the EXPRESS YOURSELF notes at the entries mentioned to help you to find suitable phrases.

1 Asking for permission

(Look at **permission**.)

A I want to turn the heating down.

B You can't.

A I want to open the window, then.

B I want it closed.

2 Telling somebody to do something/forbidding somebody to do something

(Look at **tell** and **forbid**.)

A You can't go in there.

B I've come to see my sister, Amy Wood.

A Wait here... Sign this list.

B There you are.

A Go through now.

3 Offering somebody something

(Look at **offer**.)

A Drink?

B Coffee.

A Something to eat?

B No.

▼ EXPRESS YOURSELF

Offering somebody something

Particularly when you are the host, you may want to make polite offers to your guests:

- *Would you like a magazine to read?*
- *Can I get you a coffee?*
- *Can I offer you something to drink?*
- *How about something to eat? I could make some sandwiches.*
- *If you'd like to use/If you need the bathroom, it's the second door on the right.*
- *Feel free to go upstairs and have a rest if you'd like to.*

B Write the dialogue. Use the EXPRESS YOURSELF notes to write dialogues for the following situations.

1 Inviting somebody to something

(Look at **invite**.)

At the end of the day at a conference, Molly asks Jack to join her and her colleagues for dinner. Jack apologizes and says he's got to go to another meeting. Molly suggests the next evening and Jack accepts.

2 Leaving a phone message

(Look at **message**.)

Daisy calls MagicAd and asks to speak to Rob Jackson. He isn't in. She asks when to call again and is told he's out all day. She wants to leave a message for him to call her.

3 Asking for information/saying that you don't know something/thanking somebody for something

(Look at **information**, **know**, **thank**.)

Alex wants to know how to get to the Conference Centre. The hotel receptionist says she doesn't know, but finds a colleague who tells him which bus to catch. Alex thanks them.