

FUNCTIONAL ENGLISH
A HANDBOOK FOR STUDENT TEACHERS



Preservice Teacher Education Branch
District Institute Of Education And Training
Vanaramutti 628721
Thoothukudi District
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Our Sincere Thanks to

Dr.G.Arivoli

Director,

SCERT, Chennai 600006

Dr.P. Kumar

Joint Director,

(Syllabus and Schemes)

SCERT, Chennai 600006

Mrs. M. Latha

Joint Director,

(Administration)

SCERT, Chennai 600006

Dr.K.Mani

Deputy Director,

SCERT, Chennai 600006

Resource Team

Course Director

Dr.Anto Boopalarayan,
Principal,
DIET, Vanaramutti.

Coordinator

Mr.P.Balasubramanian,
Senior Lecturer,
DIET, Vanaramutti.

Resource persons

J.Ramani, Lecturer	A.Philomine Bala, Lecturer
S.Mallika, Lecturer	M.Panneerselvam Lecturer
A.Vijay Lecturer	L.K.Abisha Lecturer

Preface

Speaking is a productive skill that involves genuine exchange of information. It is said that a person is judged by the way he/she speaks. Language is such a powerful tool in the hands of individuals that they should be made conscious of how best to use it. It is best learned through the unconscious use of language.

Generally, classroom teaching focuses on the skills of reading and writing. We must understand that “speech is primary.” To encourage the student teachers to demonstrate their LSRW skills in a range of contexts and for various purposes our DIET, Vanaramutti under the guidance of SCERT has planned to publish a handbook on Functional English.

We hope that this handbook will motivate student teachers to make use of English both in real life and classroom situations. It also makes them to utilize their knowledge of grammar effectively for communicative purposes in various walks of life.

Dr. Anto Boopalarayan

Principal

DIET

Vanaramutti

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INTRODUCING ONESELF

We don't often get a chance to introduce ourselves in the familiar environment in which we live. Newcomers to our society need introduction. When we move out of our society and meet new people, there is a need for introduction. The introduction has to be pleasing to the listeners.

The easiest way to introduce oneself is just to say hello and your name. Then, if possible, shake hands.

Rani : Hello. I'm Annie.

(Offer your hand)

Basker : Hello, I'm Basker.

(Shake hands.)

Rani : Nice to meet you.

In a classroom one can introduce himself/herself like this.

A very good morning to everybody. I'm Annie coming from I completed my higher secondary level in Sarah Tucker school and scored 1030 marks. My ambition is to become a teacher so I joined D.El.Ed.

There are other ways to introduce ourselves to our classmates

Annie : Hello, How do you do?

Classmate: How do you do?

Annie : I'm Annie . I am a student of your class. You are very active in the class. I appreciate you and I want to be your friend.

If the situation warrants you, you can tell your listeners more.

Tips:

- ❖ While introducing ourselves we have to tell our full name.
- ❖ Add information according to the situation in which you are.
- ❖ Often you have to begin your sentence with 'I's.

Make use of the following structures and speak out new sentences in contexts where you introduce yourself.

- Hello. My name is ...
- Hi. I'm ...
- Hello, I'm Raju.
- Nice to meet you. I'm ...
- Pleased to meet you. I'm ...
- It's a pleasure to see you. I'm...
- It's a pleasure to meet you. I'm Jack.
- May I introduce myself? I'm...
- How do you do? My name is...
- Let me introduce myself. I'm ...
- I'd like to introduce myself. I'm ...
- Can/ May I introduce myself? My name's Peter.
- Let me introduce myself. My name's
- I'd like to introduce myself. I'm
- I don't think we've met. I'm

INTRODUCING OTHERS

One of the positive traits of human beings is being friendly. We feel uneasy in the midst of strangers. When there is a stranger or a new comer to our circle, then she has to introduce ourselves.

Make use of the following structures and speak out new sentences in contexts where you introduce others.

- Can/ May I introduce a good friend of mine? This is
- Have you met ... ? I'd like you to meet
- I want you to meet
- I'd like to introduce you to
- please meet
- I'd like you to meet
- Have you met Mary?
- Let me introduce you to Mary.
- This is Mary. Mary, this is John.

These types of introductions involve three people:

A: The introducer (who knows both B and C)

B: Introducee(knows A but not C)

C: Introducee (knows A but not B)

Example

A: Have you two met each other?

B: No, we haven't.

A: Basker, this is Rani. Rani this is Basker.

(B and C smile and shake hands.)

B : Nice to meet you Rani.

C : Nice to meet you too, Basker.

Here is a son introducing his classmate to his father.

Krish : Dad meet Steve, my classmate. I have already told you more about him. He is from Tambaram, Chennai. His father is a retired Head master.

Dad : Hello Steve, I'm very happy to meet you.

WELCOMING

To Welcome

- You're welcome.
- Welcome home.
- Welcome back, Raju.
- Welcome to Thoothukudi.
- Welcome to our home.
- Welcome to our house.
- You're quite welcome.
- You're welcome to stay.
- You're welcome to join us.
- You're always welcome here.
- You're welcome here anytime, Banu.

Accepting Welcome

- Thank you.
- Thank you very much.
- I'm very much kind of you.

- I'm really grateful to you.
- I'm really obliged to you.

GOOD-BYES

- Good bye/ Bye/ I'll say good bye/ See you later/ See you soon.
- I must go now
- I (really) must be going.
- I must be off.
- I'm afraid I've got to go.
- It's getting (very/ rather) late.
- I'll miss my train.
- They're calling my flight.
- I've got some things to prepare for
- I've got a lot to do this afternoon.
- I want to get away before the traffic gets too bad.
- I've enjoyed talking to you.
- It's been (most) interesting talking to you.
- It's been a very useful meeting/ nice afternoon.
- Thanks for everything.
- Thank you for (all) your help.
- Thank you for coming.
- It was nice meeting you. - I really enjoyed meeting you, too.
- I hope to see you again. - I hope so, too.
- See you on the 13th. - See you.
- I look forward to our next meeting.
- I look forward to see you again.
- I look forward seeing you when you're next in London

Reply “same to you” when someone greets you like this:

Have a good/ safe trip/ flight. - Thank you ... (same to you).

Have a good weekend. - Same to you.

Enjoy the rest of your stay. - Same to you.

GREETINGS AND EXPRESSIONS

- Hello
- Hello, .../ Hi, ... Good morning/ afternoon/ evening.
- How are you?
- How do you do?
- Good/ Nice to see you again.
- I'm glad/ happy/ pleased to see you.
- How's it going?
- How are you doing?
- What's up?
- How's your day going?
- Good to see you
- Nice to see you
- Good morning, Good afternoon, or Good evening
- It's nice to meet you
- Pleased to meet you
- What a surprise. I haven't seen you in a long time. How have you been?

Common English Greetings and Expressions

- Hey, Hey man, or Hi
- How's it going? or How are you doing?
- What's up?, What's new?, or What's going on?

- How's everything ?, How are things?, or How's life?
- How's your day? or How's your day going?
- Good to see you or Nice to see you

Happy and Feeling Good

- I'm feeling pretty good right now.
- I'm in a very good mood.
- I feel great!
- I'm so glad I didn't have to go to work today.
- It feels so good taking a long vacation.

- This is so awesome. I can't believe this happened.
- I got everything I ever wanted. I feel so blessed.
- I feel like I'm in paradise.
- I feel like I'm on top of the world.
- I feel like a king.
- I feel like a champion.
- I feel invincible.

Feeling Excited

- I'm excited to be here.
- I'm too excited to go to sleep now. Our trip tomorrow is going to be so fun.
- Tomorrow is going to be an exciting day.
- Your sister must be really excited about completing her school.
- I have an interview tomorrow. Although I am scared, it's an exciting opportunity.
- It's exciting to see a great singer perform so powerfully.
- I'm excited about my trip to Europe. It's going to be so fun.

PATTERNS FOR LIVING

INVITING

Neutral

- I was wondering if you would like to join us for a meal.
- Perhaps you would like to have dinner at my home.
- Perhaps you would like to come round for a meal.
- We wanted to invite you to dinner.
- I thought you might like to try some of our local cuisine.
- There's a really nice place just a few minutes from here/ round the corner/ down the road.
- There's a pretty good place you might like which specializes in fish.
- There's a great new place with a fantastic view of the city.

Informal

- Why not come round for a drink?
- What about going out for a meal? Why not join us for a drink?
- Fancy going for a drink/ a meal?
- There's a really nice place just a few minutes from here/ round the corner.
- Shall we meet later tonight to discuss it over dinner?
- Let's discuss it later over a drink.

Accepting

- That's very kind of you.
- Thank you for inviting me.
- I liked it very much.
- I'd be delighted to come.
- Thank you.

- That'd be very nice.
- I'll look forward to it.
- Yes, please.
- Thanks. That's/ What a good idea.
- That sounds good/ fun.

Setting the details

- What time should I come?
- Where shall we meet?
- Shall I pick you up?
- What time/ Where shall I pick you up?
- Shall we meet at half past seven?
- Say at half past seven.

Declining

- Thank you very much, but I'm afraid I can't come.
- That's very kind of you, unfortunately I have arranged something else/
but I won't be here tomorrow./unfortunately I'm busy on Tuesday.
- Thanks, but I won't be able to make it then.
- No, thank you/ thanks.
- I'm all right, thanks.
- I can manage.

Agreeing

- You're absolutely right.
- I'd go along with that.
- I feel the same.
- Exactly.
- Absolutely.
- Definitely.
- That's a good point.
- I couldn't agree more.

Disagreeing

- I'm sorry, I disagree.
- I'm afraid, I disagree.
- I'd be inclined to disagree.
- That's not the way I see it.
- I don't feel the same.
- I don't think so.

Partly Agreeing

- I see your point, but....
- I agree with you, but...
- I agree with you to an extent, however...
- You make a good point, but.....

OPINION

Giving Opinions

- As far as I'm concerned ...
- In my opinion ... In my view ...
- From my point of view ...
- The way I see it is (that) ...
- To my mind ...
- Well, I reckon (that) ...
- I (strongly) believe (that) ...
- I (honestly) think (that) ...
- I (really) feel (that) ...
- Personally speaking, I believe ...
- As for me, I reckon ...

Asking Opinions:

- What do you think/reckon?
- Do you see what I'm getting at?
- Do you know/see what I mean?
- Do you agree with me?
- Would you go along with that?
- Would you agree with me that ...?
- What are your thoughts on that?
- Don't you think (that) ...?

Giving reasons:

Sometimes when we give opinions we may want to give a reason.

- Firstly...
- Secondly....
- One reason is....
- Another is....
- To start with....
- Added to that....
- For one thing....

SEEKING INFORMATION

Asking for information can be as simple as asking for the time, or as complicated as asking for details about a complicated process. In both cases, it's important to use an appropriate form to the situation. For example, when asking for information from a friend, use a more informal form. When asking a colleague, use a slightly more formal form. Finally, when asking for information from a stranger, use an appropriately formal construction.

Structures Used when Asking for Information

Type I

Very Informal - for Friends and Family

Simple Question: Wh? + Helping Verb + Subject + Verb

If you are asking a friend or family member for information, use a direct a question.

How much does it cost?

Where does she live?

Type II

More Formal for Everyday Simple Questions

Use these forms for simple, everyday questions in stores, with colleagues at work, and in other informal situations.

(Pardon me, Excuse me) Can /could you tell me + wh? + S + verb?

Can you tell me when the train arrives?

Pardon me, could you tell me how much the book costs?

Type III

Formal for more complicated questions and Asking important people questions

Use these forms when asking complicated questions that require a lot of information, as well as asking information questions of important people such as your boss, on a job interview, etc.

I wonder if you could + tell me/explain/provide information on ...

I wonder if you could explain how health insurance is handled at your company.

I wonder if you could provide information on your pricing structure.

Would you mind + verb + ing ...?

Would you mind telling me a little bit more about benefits at this company?

Would you mind going over the savings plan again?

REPLYING TO A REQUEST FOR INFORMATION

If you would like to provide information when asked for information, start your reply with one of the following phrases.

Informal

- Sure
- No problem.
- Let me see ...

More Formal

I'd be happy to answer that.

I should be able to answer your question.

It'd be a pleasure to help you.

When providing information people will sometimes also offer to help in other ways. See the example conversations below for an example.

Saying No

If you do not have the answer to a request for information, use one of the phrases below to indicate that you are unable to answer the question.

Informal

Sorry, I can't help you out.

Sorry, but I don't know that.

That's beyond me.

More Formal

I'm afraid I don't have the answer to that question.

I'd like to help you. Unfortunately, I don't have that information / don't know.

Saying 'no', is never fun, but sometimes it's necessary. It's common to offer a suggestion as to where someone might find out the information required.

Some phrases to seek information are as follows

- Can you tell me...?
- Could you tell me...?
- I'd like to know...
- Do you know...
- (Got / Have you) any idea...?
- Could anyone tell me...?
- (Do / Would) you happen to know...?
- I don't suppose you (would) know...?
- I wonder if you could tell me...?
- I wonder if someone could tell me...?

Example Situations

Simple Situation

Example for type I

Brother: When does the movie start?

Sister: I think it's at 8.

Brother: Check, will you?

Sister: You're so lazy. Just a second.

Brother: Thanks sis.

Sister: Yes, it starts at 8. Get off the couch sometimes!

Example for type II

Customer : Excuse me, can you tell me where I can find menswear?

Shop Assistant : Sure. Menswear is on the second floor.

Customer : Oh, also, could you tell me where sheets are.

Shop Assistant : No problem, sheets are on the third floor at the back.

Customer : Thanks for your help.

Shop Assistant : My pleasure.

Example for type III

More Complex / Formal Situation

Man : Excuse me, would you mind answering some questions?

Business Colleague : I'd be happy to help.

Man : I wonder if you could tell me when the project is going to begin.

Business Colleague : I believe we're beginning the project next month.

Man : and who will be responsible for the project.

Business Colleague : I think Bob Smith is in charge of the project.

Man : OK, finally, would you mind telling me how much the estimated cost will be?

Business Colleague : I'm afraid I can't answer that. Perhaps you should speak with my director.

Man : Thank you. I thought you might say that. I'll speak to Mr. Anders.

Business Colleague : Yes, that would be best for that type of information

Man : Thank you for helping out.

Business Colleague : My pleasure.

Avoiding giving information

- No comment.
- I'm not at liberty to say.
- Wait and see.
- Let me get back to you.
- I'm sorry, that's confidential.
- (Sorry) That's personal.
- I'd rather not talk about it.
- Mind your own business.
- Never you mind.
- I'll tell you when you're older.

Asking for help

We all need help at some point –. Here is some tips to easily ask someone for help in English. As it is important to be polite people usually start with "Excuse me" and add "please". Of course it is also good to explain the need you are in to ask for help in case it is not obvious.

Some phrases asking for help:

- Can you give me a hand with this?
- Could you help me for a second?
- Can I ask a favour?
- I wonder if you could help me with this?
- I could do with some help, please.

- I can't manage. Can you help?
- Give me a hand with this, will you?
- Lend me a hand with this, will you?
- Could you spare a moment?
- I need some help, please.
- Excuse me, could you help me, please?
- Excuse me, I need help. Could you please ...?

Offering for help

- Can I help (you) (with...)?
- Do you want me to...(for you)?
- Would you like me to...(for you)
- 'd like to offer (some help with)...
- I'll... (for you) (if you like)
- If you have any problems,...
- If you like, I can... (for you)
- If you need..., just/please...
- Shall I...(for you)?
- If you liked, I could...
- Is there anything I can do to help (with...)?
- May I help you (with...)?
- If you want me to...it's no problem.
- Sure. How can I help?
- Of course. What's the matter?/ What's wrong?
- I am sorry, but ...

Dialogue Example:

When offering help

Staff : Excuse me ma'am, Could I help you with your bags?

Guest : That would be great thanks.

Staff : Pardon me sir, but it looks like you could use some help with those packages.

Guest : I sure could, thanks.

Warning someone

It is very important to know how to express yourself in dangerous situations because a warning can be of vital importance to others. After using the phrases of warning you should not forget to tell someone of which danger you are warning.

Some phrases for warning:

- Watch out!
- Look out!
- Be careful!
- Beware of... (the danger)!
- Examples:
- Be careful, you could burn yourself!
- Look out, there's a car coming!
- Take care in the sun and don't forget to put on some sunscreen!
- Watch out, there's a puddle!

CORRESPONDENCE

Telephoning

Introducing yourself

- Good morning, Swetha. (How can I help you?)
- Hello, the Grand Hotel.
- Hannah speaking. (What can I do for you?)
- Hello, this is ... from
- Hello, my name's
- I'm calling from

Asking for the caller's name

- Who's calling, please?
- Can I have your name, please?

Saying who you want

- Can I have the accounts department?
- I'd like to speak to
- Could I speak to ..., please?
- Is ... there, please?
- I'm calling about

Responding

- I'll put you through.
- Hold the line, please.
- I'm sorry he/ she is not available.
- I'm afraid he/ she's busy at the moment.
- I'm afraid he/ she's away/ not in at the moment/ in a meeting.

Reason for calling

- I'm ringing to
- I'd like to
- I need some information about

Leaving and taking a message

- Can I leave a message?
- Can I take a message?
- Would you like to leave a message?
- Please tell him/ her
- Could you ask him/ her to call me?
- Could you tell him/ her I called?

Asking for repetition

- I'm sorry, but I didn't catch your name/ your number.
- Sorry, I didn't hear that.
- Could you repeat it, please?

- Could you say it again? I'm afraid I didn't understand.
- Could you spell that, please?
- Could you speak up?

Sending emails and letters

Opening and closing phrases

Dear Mr/ Mrs/ Ms/ Miss Sellers	Yours sincerely/ Yours
Dear Sir/ Madam	Yours faithfully
Dear James	(With) Best wishes/ Kind regards
Hi Jerry	See you soon/ Hear from you soon

In reply to your letter

- Thank you for your letter of May 14th concerning
- Thanks for your email
- Following our phone conversation
- Please contact me again if you need any more information.
- If I can be of any further assistance, please do contact me again.
- Let me know if you need anything else.
- I look forward to hearing from you.
- Hear from you soon. See you in Cochin
- Take care.

Reason for writing

- This letter/ email is to
- I am writing to
- I am pleased to
- I'd be pleased if you
- Could you please
- Would you please
- Please email me
- Just a quick note to
- I am sorry to inform you
- Unfortunately
- I'm sorry about
- I apologize for

Attaching and enclosing documents

- I attach
- I enclose
- Please find enclosed

INTERRUPTING:

Sometimes, if we are exchanging opinions with other people we may want to interrupt them politely.

- Excuse me. Can I just say....?
- Could I come in here...?
- Sorry to interrupt but....

- Yes, but....
- Sorry, but could you go over that again?
- Sorry, but would you mind repeating that?
- Excuse me for interrupting, but I'm not sure I follow. Could you repeat that?
- Sorry for interrupting, but I'm not sure what you mean. What was that again?

Stopping someone from interrupting you:

- If you'd let me finish...
- Just a minute...
- Hang on... (Informal)

Asking Excuse for the Interruption:

When you excuse the interruption or apologize for jumping into the conversation, you show the other person that you still value their ideas and are listening carefully.

- Sorry to interrupt! I was just so excited.
- Please continue.
- Please go on, sorry about that.
- You were telling me about _____...
- You were saying...
- Sorry! I just wanted to mention that.

Daily usage of English

Guessing

- He might be busy today.
- She must be at work if she's not at home.
- Maybe she's got a new mobile phone!

Giving Advice

- I think/I really think) you need to/must/should ...
- How about ...?
- It is usually a good idea to ...
- My suggestion/advice is (to) ...
- Why don't you ...?
- You could (try) ...
- You probably/definitely/really should ...
- Have you tried ...?
- I (would) (strongly) suggest/advise that ...
- If I was/were you, I'd ...
- In my experience, ... works really well.
- It's generally best/a good idea to...
- One idea is to ...
- One thing you could/should/have to do is ...
- The best/most important thing (to do) is to ...

Requesting

- Do you have a/an...that you could lend me?
- Have you got a/an/any...that I could borrow?
- Have you got time to...?
- Can/Could I ask you to...?
- Could I/you by any chance...?
- Do you think you could...?
- I'd be (very) grateful if you could....

Apologizing

- I apologize
- I'm really sorry
- I'm so sorry
- I'm sorry
- I'm sorry but...
- Sorry
- I'd like to apologize
- Please forgive me
- I do apologize
- I don't know what to say
- I really am most terribly sorry
- I regret...

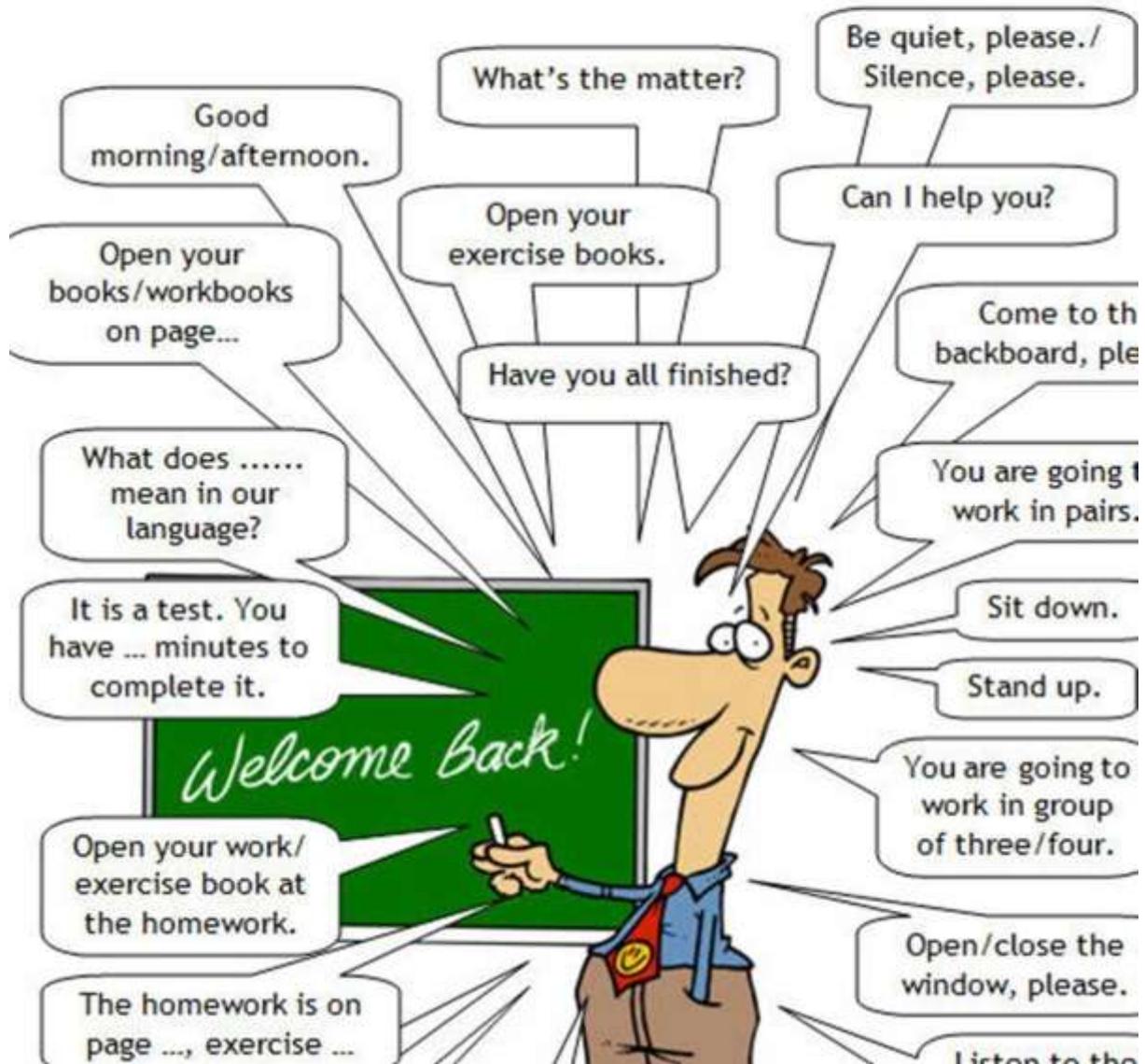
- I take (all) the blame
- Pardon me!
- Please accept my/our apologies
- Please excuse my behaviour/thoughtlessness/...

Classroom English

Classroom Language: The beginning of the lesson



CLASSROOM LANGUAGE



1. Good morning

- Good morning, everybody.
- Good afternoon, everybody.
- Hello, everyone.
- Hello there, John.

2. How are you?

- How are you today?
- How are you getting on?
- How's life?
- How are things with you?
- Are you feeling better today, David?

3. Introductions

- My name is Mr/Mrs/Ms Kim. I'm your new English teacher.
- I'll be teaching you English this year.
- I've got five lessons with you each week.

4. Time to begin

- Let's begin our lesson now.
- Is everybody ready to start?
- I hope you are all ready for your English lesson.
- I think we can start now.
- Now we can get down to work.

5. Waiting to start

- I'm waiting for you to be quiet.
- We won't start until everyone is quiet.
- Stop talking and be quiet.
- Settle down now so we can start.

6. Put your things away

- Close your books.
- Put your books away.
- Pack your things away.

7. Register

- Who is absent today?
- Who isn't here today?
- What's the matter with Jim today?

- What's wrong with Jim today?
- Why were you absent last Friday?

8. Late

- Where have you been?
- We started ten minutes ago. What have you been doing?
- Did you miss your bus?
- Did you oversleep?
- Don't let it happen again.

Classroom Language: Simple instructions

1. Here are some common instructions which the class can easily understand:

- Come in.
- Go out.
- Stand up.
- Sit down.
- Come to the front of the class.
- Stand by your desks.
- Put your hands up.
- Put your hands down.
- Hold your books/pens up.
- Show me your pencil.

2. A number of instructions can be used at the beginning of a session:

- Pay attention, everybody.
- You need pencils/rulers.
- We'll learn how to ...
- Are you ready?
- Open your books at page...
- Turn to page ...
- Look at activity five.

- Listen to this tape.
- Repeat after me.
- Again, please.
- Everybody ...
- You have five minutes to do this.
- Who's next?
- Like this, not like that.

3. A number of instructions can be used at the end of a session:

- It's time to finish.
- Have you finished?
- Let's stop now.
- Stop now.
- Let's check the answers.
- Any questions?
- Collect your work please.
- Pack up your books.
- Are your desks tidy?
- Don't forget to bring your ... tomorrow.

4. Instructions can also be sequenced:

- First
- Next
- After that
- Then
- Finally

5. Comprehension language:

- Are you ready?
- Are you with me?
- Are you OK?
- OK so far?

- Do you get it?
- Do you understand?
- Do you follow me?
- What did you say?
- One more time, please.
- Say it again, please.
- I don't understand.
- I don't get it.
- Like this?
- Is this OK?

Classroom Language: The end of the lesson

1. Time to stop

- It's almost time to stop.
- I'm afraid it's time to finish now.
- We'll have to stop here.
- There's the bell. It's time to stop.
- That's all for today. You can go now.

2. Not time to stop

- The bell hasn't gone yet.
- There are still two minutes to go.
- We still have a couple of minutes left.
- The lesson doesn't finish till five past.
- Your watch must be fast.
- We seem to have finished early.
- We have an extra five minutes.
- Sit quietly until the bell goes.

3. Wait a minute

- Hang on a moment.
- Just hold on a moment.
- Stay where you are for a moment.
- Just a moment, please.
- One more thing before you go.
- Back to your places.

4. Next time

- We'll do the rest of this chapter next time.
- We'll finish this exercise next lesson.
- We've run out of time, so we'll continue next lesson.
- We'll continue this chapter next Monday.

5. Homework

- This is your homework for tonight.
- Do exercise 10 on page 23 for your homework.
- Prepare the next chapter for Monday.
- There is no homework today.
- Remember your homework.
- Take a worksheet as you leave.

6. Goodbye

- Goodbye, everyone.
- See you again next Wednesday.
- See you tomorrow afternoon.
- See you in room 7 after the break.
- Have a good holiday.
- Enjoy your vacation.

7. Leaving the room

- Get into a queue.

- Form a queue and wait for the bell.
- Everybody outside!
- All of you get outside now!
- Hurry up and get out!
- Try not to make any noise as you leave.
- Be quiet as you leave. Other classes are still working.
- It's tidy up time
- Line up

Classroom Language: Language of classroom management

Here are some phrases that can be used for classroom management:

Giving instructions

- Open your books at page 52.
- Come out and write it on the board.
- Listen to the tape, please.
- Get into groups of four.
- Finish off this song at home.
- Let's sing a song.
- Everybody, please.
- All together now.
- The whole class, please.
- I want you all to join in.
- Could you try the next one?
- I would like you to write this down.
- Would you mind switching the lights on?
- It might be an idea to leave this till next time.
- Who would like to read?
- Which topic will your group report on?
- Do you want to answer question 3?

Sequencing

- First of all, today, ...
- Right. Now we will go on to the next exercise.
- Have you finished?
- For the last thing today, let's ...
- Whose turn is it to read?
- Which question are you on?
- Next one, please.
- Who hasn't answered yet?
- Let me explain what I want you to do next.
- The idea of this exercise is for you to ...
- You have ten minutes to do this.
- Your time is up.
- Finish this by twenty to eleven.
- Can you all see the board?

Interview

During an interview, it's always good to demonstrate that you're responsible . You want to show interviewers that if you're set to a task, you'll not only accomplish it, you'll do it on time and to the standards laid out. Here are some words and phrases that convey responsibility:

Conversation between Interviewer and Candidate

Candidate : May I come in, sir?

Interviewer : Come in please..... have a seat.

Candidate : Thanks.

Interviewer: Please tell us something about you.

Candidate : I passed 12th from CBSE with 75% marks. I have pursued B.A. from Madras University.

Interviewer : Where are you working?

Candidate : I am working at the office of a Chartered Accountant in Chennai.

Interviewer : How much salary are you taking?

Candidate : Rs.3000/- per month.

Interviewer : Why do you want to leave that job?

Candidate : Firstly it is a part time job and I want to do a full time job. Secondly I am not interested in accounting.

Interviewer : Why do you want to join a call centre?

Candidate : I like to talk to others. Moreover, career prospectus are bright in a big company. Talent is valued here.

Interviewer : Who is your favourite family member?

Candidate : My father is my favourite.

Interviewer : Why is he your favourite?

Candidate : He is hard-working and wise. Now and then he sits with us and gives friendly guidance.

Interviewer : What is the main strength of your personality?

Candidate : The ability to talk to any person without hesitation.

Interviewer : Where do you see yourself after five years?

Candidate : Working in your company at a senior position.

Interviewer : Speak a few sentences on 'a bunch of ripe bananas'.

Candidate : It reflects a healthy and zestful life. It also fills us with a feeling of togetherness. A spirit of cooperation among employees makes them more useful and valuable. If we work in a team we become very cooperative. Therefore join hands and move forward with confidence.

Interviewer : I am impressed with your answers. Would you like to have your appointment letter just now and join the company from the first of coming month.

Candidate : Definitely. Thanking you a lot for giving me an opportunity to work with the company.

SITUATIONAL ENGLISH

Family

A : How's Regan doing? I haven't seen her for ages.

B : Oh, she's fine. Just got a job in the university.

A : That's great news. We should get together one of these days. Mary would love to see you both, too.

B : Sure. That'd be great. ...

Sports

A : Did you see the game last night?

B : No, I missed it. Was it a good game?

Films

A : Have you seen Padmavathy movie? We went to see it last night.

B : How was it?

A : Ya its interesting.

Thanking & paying

- That was an excellent meal. - I'm glad you enjoyed it.
- Thank you for a lovely evening.
- Can we get the check / bill?

Dialogue

A : Right. I'll get this.

B : Oh, no, you won't. I'm paying.

A : But you paid yesterday. It's my turn.

B : No, I insist. You're my guest. 1

SOCIALIZING

- Making contact
- Mind if I join you?
- Excuse me, you must be
- Excuse me, have we met?
- I really enjoyed your talk this morning.
- Are you giving a talk?

Keeping the conversation going

- Do you often travel to Scandinavia?
- Have you been here before?
- Is this your first visit to Denmark?
- How long are you going to stay?
- What do you do, by the way?
- What line of business are you in?
- How are you enjoying the conference?
- Do you know many people here?
- Can I get you a drink? Would you like me to get you anything from the buffet?
- So, where are you staying?

Getting away

- If you'll excuse me, I have to make a phone call.
- If you'll excuse me, I must just go and say hello to someone.
- Would you excuse me a moment? I'll be right back.

Weather

- Kind of chilly this morning, isn't it?
- What a beautiful morning.
- A bit windy, but beautiful. It's never that hot at this time of the year.
- It's been raining for weeks.
- Is this never going to end?

Weekend

- How did you spend the weekend?
- Did you do anything special?
- How was your weekend?

Cheering People Up

- Cheer up! / Chin up!
- Smile!
- It's not the end of the world.
- Worse things happen at sea.
- Look on the bright side.....
- Every cloud (has a silver lining).
- Practice makes perfect.
- There are plenty more fish in the sea.

- Lighten up!
- There's no use crying over spilt milk.

Asking people to wait

- Hang on a moment / a mo.
- Give us a second.
- Half a moment / a mo.
- I'll be right with you.
- Sorry, I'm a bit tied up right now.
- Wait and see.
- You'll just have to be patient.
- Give me a chance.
- Don't be so impatient.
- We wish to apologise for the delay to...

Being worried

- I'm (so) worried about...
- I'm afraid...
- I can't help thinking...
- I can't stop thinking about it.
- I've been worried sick about...
- It's been keeping me awake at night.
- I'm scared stiff / to death that...
- I'm really nervous.
- I've got butterflies in my stomach.
- I'm absolutely dreading...

Boring

- How boring / tedious / dull !
- What a bore!
- It bores me to tears.
- It leaves me cold.
- It does nothing for me.
- It's as dull as ditch-water.
- I can't see what all the fuss is about.
- It's as interesting as watching paint dry
- I'm afraid I don't share your enthusiasm..
- I can't say that I find it interesting.

Being relieved

- Thank God (for that)!
- What a relief!
- I'm so relieved to hear that.
- You had me worried (there / for a moment).
- That's a weight off my mind.
- You've no idea what a relief it is to hear
- That's one less thing to worry about.
- What a stroke of luck!
- (Oh well.) All's well that ends well!

Being Lucky

- It's a good thing (that)..
- It's just as well...
- Fortunately, / Luckily,
- As luck would have it...
- That was a stroke of luck.
- It's lucky...
- It's very/most fortunate (that)...
- That was a close thing / near miss
- It must be your lucky day!

Recommending

- What do you recommend?
- I recommend.
- You could try the lamb.
- This is their standard menu ... and these are the specials.
- We thought you might like to try the local speciality.
- The trout is very good.
- It comes with potatoes and fresh vegetables.
- I'll have/ take Could we have ... ?
- I'd like Shall we order a bottle of the house red?
- Could we order some mineral water too?

Suggesting

- How about ...?
- What about ...?
- Have some more
- Would you like ...?

Accepting

- Yes, that'd be great.
- Yes, I'd like that.
- Yes, that'd be lovely
- That sounds nice

Declining

- No, thank you
- Thank you, but I couldn't eat anymore.. I'm fine.
- Thank you.. Oh, better not.
- I'm on a diet.

Commenting on the food

- It all looks very good.
- This is absolutely delicious.
- How's yours? - Not bad at all.
- What's that? / What are those?
- It looks like a kind of / It doesn't look very
- I wonder what it's like. / I wonder what's in it. I think it's made of

PLAY GROUND ENGLISH

- Stand according to your height
- Attention
- Stand at ease
- Form a single line
- Form three lines
- Form a file line
- Form a circle

- form a semi circle
- Stand straight
- Look forward
- Take one arm distance
- Swing your arms
- Bend and touch your toes
- Bend your knees
- Rotate your arms forward
- Rotate your arms backward
- Rotate your wrist
- Rotate your angle
- Raise your arms
- Snap your fingers
- Run fast
- Walk slowly
- jump up
- Jump and split your legs
- Hip rotation
- Walk slowly
- Two steps forward
- Two steps backward
- Right turn
- Left turn
- About Turn
- Turn around
- Half right turn
- Half left turn
- Stretch your arms

- Spread your legs
- Catch/ Snatch/ Pass the ball
- Sit erect
- Hold on your hands
- Side ward stretch
- Move scrawling
- Touch your head with both arms
- Follow the line
- Walk like a Monkey/ Frog / Elephant
- Class fall in
- Class disperse

Simple Conversation at The Play Ground

Mani : What is he doing with the roller?

Ravi : He is levelling the ground.

Mani : What is he doing with the spade?

Ravi : He is removing the grass and thorns with the spade.

Mani : Where is our Physical Education Teacher?

Ravi : He is there giving directions to the students.

Mani : When is our sports day?

Ravi : The sports day is on Saturday the 23rd of this month.

Mani : Who presides over the sports day function?

Ravi : Our D.E.O. presides over the function.

Mani : Do you take part in any item?

Ravi : I take part in long jump.

Mother : Jeff, will you take your sisters to the playground today?

Jeff : Sure. Can I bring my skateboard?

Mother : Yes, but you have to wear your helmet.

Jeff : Of course. I'm sure Mia will spend most of the time on the swings.

Mother : Okay, but also ask her to spend a little time playing with her sister on the seesaw.

Jeff : All right. If both of them want to, can they play on the monkey bars?

Mother : Only if they are very careful and you watch them.

Shapes

Triangle



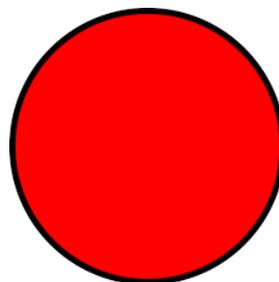
Square



Rectangle

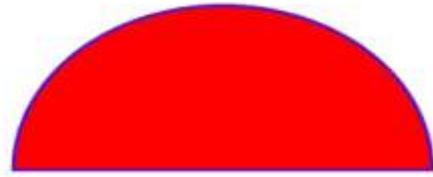
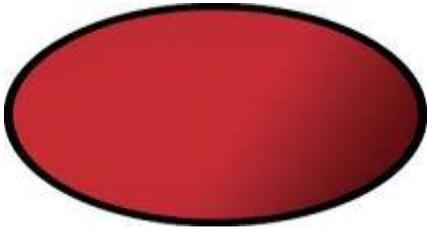


Circle



Oval

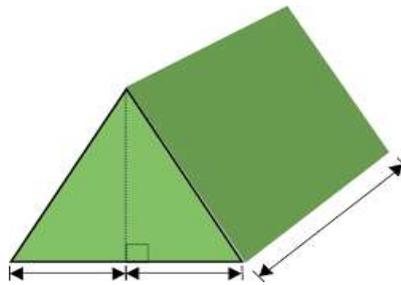
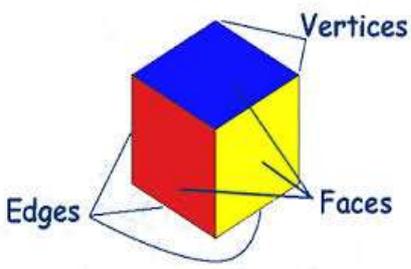
Semi-Circle



Semicircle

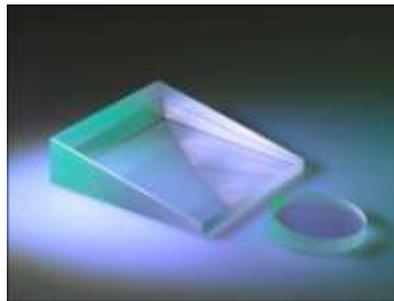
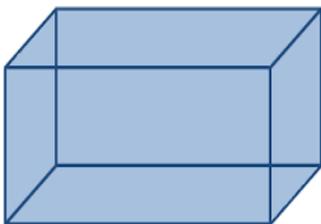
Three Dimensional

Prism Triangular



Prism Rectangular

Prism Wedge



Cylinder

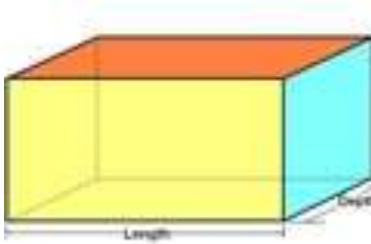
Cube



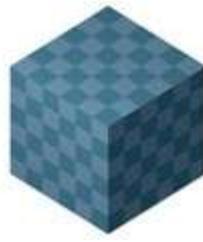
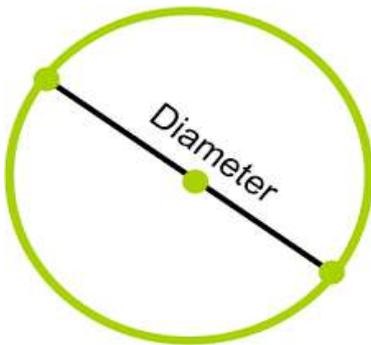
Sphere



Rectangular Cuboid



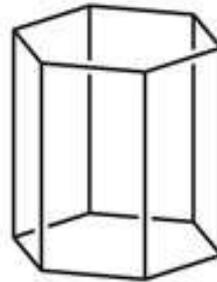
Diameter



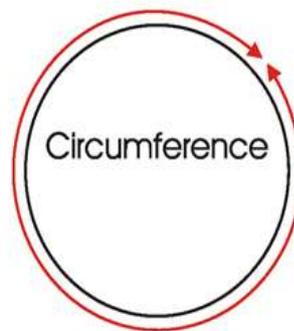
Cone



Hexagonal prism



Circumference



Telling the time



2:00 - It's two **o'clock**.
2:05 - It's five **past** two.
2:10 - It's ten **past** two.
2:15 - It's quarter **past** two.
2:20 - It's twenty **past** two.
2:25 - It's twenty-five **past** two.

2:30 - It's half **past** two.
2:35 - It's twenty-five **to** three.
2:40 - It's twenty **to** three.
2:45 - It's quarter **to** three.
2:50 - It's ten **to** three.
2:55 - It's five **to** three.

We use AT + TIME when giving the time of a specific event.

- The class starts at nine o'clock.
- The flight leaves at ten to three.

We use IT IS or IT'S to answer a question that asks for the time right now.

- What time is it? - It is half past four.
What's the time? - It's twenty to five.

www.grammar.cl

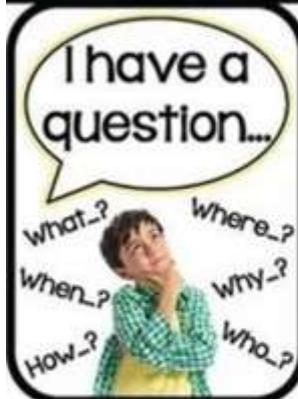
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Meaningful Discussion Stems

I have a question...

what...? where...?
when...? why...?
How...? who...?



I noticed that...



I wonder...



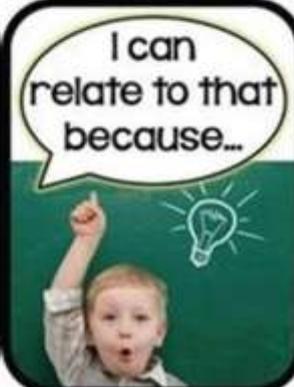
I agree with _____ because...



I disagree with _____ because...



I can relate to that because...



That idea connects to...



I'd like to go back to what _____ said...



What made you think that?



Would you say more about...



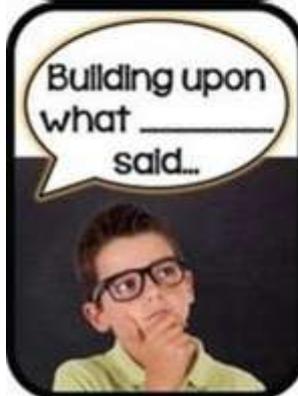
Another example is...



I'd like to add...



Building upon what _____ said...



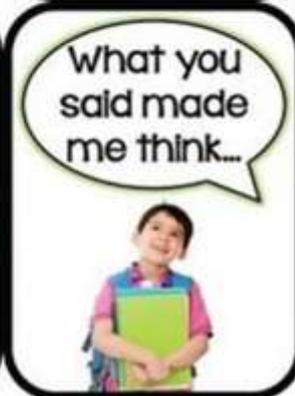
What I heard you say is...



I see _____ differently now because...



What you said made me think...



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