

# Let's Communicate - Speaking

## Phrases For Invitations

- Let me check my calendar.
- Do you wanna see a movie?
- Would you like to join me for dinner?
- How about a game of football on Monday?
- Would you like to have breakfast with me tomorrow?
- Would you like to come to the theater with me tonight?
- Will you join me for tea?
- I've got two tickets for a cinema on Saturday. Would you like to come?
- Would you like to have dinner with me tonight?
- How about coming to the picnic at the football club?

## Phrases For Saying NO

- I'm already booked.
- That's not going to work for me.
- Sounds fun, but I'm not available.
- I want to, but I'm unable to.
- I just don't have that to give right now.
- I'm not able to commit to that right now.
- It is not a good idea for me.
- Apologies, but I can't make it.
- I can't take on any more responsibilities.
- My body says yes, but my heart say no.
- Nope
- Maybe another time.

## Useful Phrases In Shopping

- Do you know where else I could try?
- Do you have this item in stock?
- Do you offer a cash discount?
- Do you have any strawberry?
- Do you have a refund policy?
- How much is this?
- Do you have a bigger size?
- Do you sell organic vegetables?
- Could you help me please?
- Where can I weight my groceries?
- Does it come with a guarantee/warranty?
- I'm looking for a leather handbag.

## Phrases For Asking Directions

- Which the best way to ...?
- I'm looking for ...
- Could you direct me to ...?
- How can we get to High Park?
- Is it far?
- How do I get to library?
- Where is the nearest post office?
- How do I find...?
- Are we on the right road for London?
- Can you Show me on the map, please?
- I'm looking for this address.
- Pardon me, I'm lost, how do I get to ...?

## Phrases For Asking For Information

- Do you happen to know...?
- Have you got an idea of...?
- I don't suppose you know...?
- Could anyone tell me...?
- I'm interested in...
- I was wondering...
- Can I have ... please?
- Is this right way for ...?
- Would you mind...?
- I'm looking for...
- I'd like to know...
- Do you know...?



## Phrases For Giving Bad News

- Please don't take this badly but...
- It is my unfortunate duty to tell you that ...
- There is no easy way to say this but ...
- I'm sorry to have to tell you this but ...
- Unfortunately ...
- I tried ... but ...
- I need to warn you that I have some bad news ...
- I'm afraid I've got some bad news ...
- I regret to inform you that ...
- I'm afraid to inform you of ...
- I've got some bad news I'm afraid ...
- I'm afraid I've got something sad to tell you ...



# Communicate In English Guide

**John Seely**



## **Communicate In English Guide:**

**The Advanced Business English Guide: How to Communicate Effectively at The Workplace and Greatly Improve Your Business Writing Skills** Christopher Hill, What is Business English The term Business English can have different meaning for different people For some it focuses on vocabulary and topics used in the worlds of business trade finance and international relations For others it refers to the communication skills used in the workplace and focuses on the language and skills needed for typical business communication such as presentations negotiations meetings socializing correspondence report writing and a systematic approach Have you ever wondered how you can improve business writing such as proposal presentation drafts emails or report Do you want to stop making avoidable mistakes during your business speeches or are you having challenges speaking professionally If you answer yes to these questions then this book will greatly enhance the way you Speak and Write at workplaces or in office environments In this book You will be learning how to communicate effectively in English in a professional context You will be expanding your English vocabulary improve your ability to write and speak in both social and professional interactions and learn terminology and skills that you can apply to business negotiations telephone conversations written reports emails and presentations This book is written to bridge the gap between the general English and the specialized business English that you need for career advancement You will be learning how to negotiate your potential clients and learning how to convey ideas to your colleagues or business executives in a much more effective way New terms and phrases will also be used in different business environment such as Meetings During presentation Briefings and Public speaking Interviews Also you will learn the basic rules for engaging in business writing which includes Letter writing Email writing Drafting of presentations Proposal writing Every rules and guideline given in this book is practical and easy to follow If you are purchasing The Advanced Business English Guide Today you will be also getting 2 BONUS Chapters on How to Ace your Interview How to get a Promotion and a Raise It s time to advance your career and start the journey to improve your Business English skills You will make significant changes to the way you communicate You Will be a Step Closer to Success *PATHWAYS TO ENGLISH: A BEGINNER'S GUIDE* Dr. Muzakki Afifuddin, M.Pd.,Dr. Lina Hanifiyah, M.Pd.,Agung Wiranata Kusuma, M.A.,Dr. Agwin Degaf, M.A.,Habiba Al Umami, M.Hum.,Nur Latifah, M.A.,Finda Muftihatun Najihah, M.Pd.,Mazroatul Ishlahiyah, M.Pd.,2025-10-03 Pathways to English A Beginner s Guide is specifically designed for first semester students enrolled in the Integrated English Course The book provides a structured foundation for English language learning through an integrated approach that combines receptive reading and listening and productive speaking and writing skills It is organized into four main units Reading Speaking Grammar and Writing developed systematically to help learners acquire competence and apply English effectively in both academic and daily contexts Aligned with the Common European Framework of Reference CEFR at the A2 level the book consists of 14 chapters Chapters 1 7 for English Course 1 and Chapters 8 14 for English Course 2 It balances theoretical

insights guided exercises and communicative tasks enabling students to gradually build proficiency accuracy and confidence Serving not only as a practical guide but also as an academic reference this book aims to improve the quality of English teaching and learning particularly in higher education **The Global English Style Guide** John Kohl,2008-03-07 This detailed example driven guide illustrates how much technical communicators can do to make written texts more suitable for a global audience You ll find dozens of guidelines that you won t find in any other source along with thorough explanations of why each guideline is useful *Communication Strategies 1: Teacher S Guide* David Paul,2008-06-03 **Communicate in English** Ronel Alexander,2011 *A Scholar's Guide to Getting Published in English* Mary Jane Curry,Theresa Lillis,2013-11-15 This guide aims to demystify the practices of scholarly journal publishing in English The book focuses on practices institutions and politics rather than language and writing Drawing on 10 years of research into academic publishing and writing practices it provides a guide for readers to relate to their own contexts and situations as they consider publishing **Oxford Guide to Effective Writing and Speaking** John Seely,2013-10-10 John Seely s guide to writing and speaking is aimed at the general reader and post 16 year old students who want to improve both their written and spoken communication skills *Practice Manual for Social Security Claims* Dennis M. Sweeney,James J. Lyko,1980 **English Literature & Literary Criticism, a Practical Guide to Systematic Reading & Study ...: English prose** James Baldwin,1883 *Nix V. Sullivan* ,1990 **Singing and Communicating in English** Kathryn LaBouff,2007-12-21 In *Singing and Communicating in English* internationally renowned diction coach Kathryn LaBouff provides singers with an accessible guide to the principles of English diction they need to communicate the text successfully In addition to standard American and British English a variety of regional dialects and accents are covered in depth A companion website features a full range of vowel consonant drills poems read aloud by the author and veteran theater and voiceover actor John Keating as well as an instructor s answer key and publishers lists to help the singer locate a vast array of English language works for performance **A Guide to Modern English History: 1830-1835** William Johnson Cory,1882 **How to Communicate with a Non-English Speaker** ,1987 *Namibian Books in Print* ,2004 **Personnel Management Guide** ,1985 *A Resource Guide for Elementary School Teaching* Richard Dean Kellough,Patricia Roberts,1994 *A Resource Guide for Elementary School Teaching* is a practical comprehensive and concise methods book designed to engage readers in hands on and minds on learning about effective teaching A four part organization covers an orientation to elementary school teaching and learning planning for instruction strategies aids media and resources for effective instruction assessment and professional development A new chapter on elementary school children discusses their development and their diversity and specific strategies for working with them **Subject Guide to Books in Print** ,1997 **A Practical Guide to Early Childhood Curriculum** Claudia Fuhriman Eliason,Loa Thomson Jenkins,2008 This applied guide to planning and implementing curriculum across the content areas for children ages 3 to 8 provides students with a depth of background

knowledge not usually seen in a text containing practical highlighted strategies unit and lesson plans suggested activities recipes and more Core chapters cover Social studies including diverse people self and family physical activity and nutrition Language development Literacy development Science 3 separate chapters Problem solving and math Music and movement Creativity art and dramatic activities Key changes to this edition include separate chapters on language development and literacy development new tables linking learning activities with specific content area standards streamlined content throughout and new Web sites

**Plain English Guide to Your PC** Alan Wallach, 1997 A primer for those new to computers this handy reference is written in a language that laypeople can follow without all the technical lingo that make many computer books confusing

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