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FUNCTIONS

1 Opinion

Asking for opinion	Giving opinion
– What is your opinion about.....?	– In my opinion,.....
– What do you think about.....?	– In my view,.....
– What is your view about.....?	– For me,.....
– In your opinion, ...?	– To my mind,.....
	– From my point of view,.....
	– I think that.../ I believe that.....
	– As far as I am concerned,.....

Example **Give your opinion about using Moroccan Arabic in course books.**

- **In my opinion**, using Moroccan Arabic may make students neglect their classic language.
- **In my view**, using Moroccan Arabic in textbooks may help students understand the lessons better.

Exercise **What would you say in the following situations?**

1. Some Egyptian channels are a waste of time, don't you think so?

☛ You: (give your opinion)_____

2. What do you think of the Moroccan football team's last performance?

☛ You: (give your opinion)_____

3. Jane: I changed may hair style. (ask for opinion)_____

☛ Jack: (give your opinion)_____

2 Express agreement & disagreement

Expressing agreement	Expressing disagreement
– I agree.	– I disagree.
– Of course.	– I don't agree with you.
– I think so.	– Of course, not.
– You are right.	– I don't think so.
– Absolutely.	– You are wrong.
– Exactly.	– I 'm afraid. I disagree.
– I couldn't agree more.	– That's not always true.

Example **English is one of the most spoken languages in the world.**

- **I agree.** English is one of the most spoken languages all over the world.
- **You are right.** Millions of people speak English worldwide.

Example **Dinner is the most important meal of the day.**

- **I don't agree with you.** Dinner is not the most important meal of the day.
- **You are wrong.** Lunch is the most important meal of the day.

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Exercise What would you say in the following situations?

1. Exercising regularly keeps you fit and healthy.

☛ You: (express agreement)_____

2. Tutors should do the homework to their students.

☛ You: (express disagreement)_____

3. Some new married couples prefer to live with their parents after marriage.

☛ You: (Do you agree or disagree and why)_____

3 Making a request

Making a request	Accepting the request	Declining the request / refusing
– Can you....., please?	– Yes, I can.	– Sorry, I can't.
– Could you please,.....?	– Of course.	– I am afraid, not.
– Will you.....?	– Yes, sure.	– I am sorry, no.
– Would you.....?	– With pleasure.	– I wish I could but.....
– Would you mind + v+ ing	– Not at all.	– Yes, I mind.

Example You need some money to pay the rent. Ask your friend, Manuel, to lend you some.

- Manuel, **could you** lend me some money, **please**? I need to pay the rent.
- Manuel, **would you mind** lend**ing** me some money? I need to pay the rent.

Exercise What would you say in the following situations?

1. Ask your teacher to clarify more the meaning of a word.

☛ You: (make a request)_____

2. Could you switch on the TV, please?

☛ You: (accept the request)_____

3. Can you help me carry this baggage to the train station, please?

☛ Mark: (decline and give a reason)_____

4 Lack of understanding & asking for clarification

Lack of understanding	Asking for clarification
– I beg your pardon.	– Could you repeat, please?
– I don't understand.	– What do you mean by "....."?
– I am not quite sure I follow you.	– Could you be more specific?
– I am sorry. I didn't hear what you said.	– Could you possibly explain more?
– I didn't get your point.	– Would you elaborate on that, please?

Example

- Interviewer: I am afraid we accept only polyglots in our hotel.
- Interviewee: **I beg your pardon. What do you mean by** a "polyglot"?
- Interviewer: I mean we just accept those who speak many languages.

Exercise What would you say in the following situations?

1. The doctor: If you want to keep fit, you need to exercise regularly and eat healthy food.

☛ You: (express lack of understanding)_____

2. The police officer: Sorry, Sir, your driving license expired a couple of days ago.

☛ You: (express lack of understanding and ask for clarification)_____

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5 Asking for and giving advice

Asking for advice	Giving advice	Accepting advice
– What should I do? – How can you advise me? – What's your advice for me? – I don't know what to do. Can you help me?	– I advise you (not) to..... – You should (not)..... – You ought (not) to..... – You'd better (not) ..... – If I were you, I would.....	– That's a good idea, thanks. – It sounds a good idea.

Example I have a terrible headache. What should I do?

- **You should** see a doctor now.
- **You'd better** have some rest.

Exercise What would you say in the following situations?

1. Your friend: It's my best friend's birthday and I don't know what to bring him as a gift.

☛ You: (give him a piece of advice)_____

2. I have an English test next week but I didn't understand some lessons.

☛ You: (ask your friend for advice) _____

☛ You: (give him a piece of advice)_____

6 Expressing a complaint

Express complaint	Positive answer	Negative answer
– I am sorry, but..... – I am sorry. I have a complaint about..... – Sorry to say this, but..... – I'm afraid. I have a complaint to make. ..... – I am not satisfied with the way.....	– I'm so sorry. I didn't realize that. – I just don't know what to say. – Oh! I am sorry about that.	– Well, there's nothing I can do about it. – I can't do anything about it.

Example Your neighbour turned on the music aloud last night and you couldn't sleep.

- **I am sorry to have to say this, but** your music was loud last night.
- **I am afraid. I have a complaint to make.** You turned on the music aloud last night.

Exercise What would you say in the following situations?

1. You were in a bank and one of the clients didn't respect the queue.

☛ You: (Make a complaint)_____

☛ The client (respond positively)_____

2. Someone put rubbish in front of your flat front door.

☛ You: (Complain to the doorman)_____

3. The service is terrible in the hostel you are staying at.

☛ You: (Complain to the manager) _____

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7 Expressing an apology

Make an apology	Responding to apologies
– I am sorry. – I am terribly sorry (for + verb + ing) – I do apologize. – I am really sorry about this. – I can't tell you how sorry I am.	– It's not a problem. – That's OK. – It's all right. – It's Okay. Don't worry. – It doesn't matter.

Example You came late. You apologize to the teacher.

- **I am sorry,** Sir, I am late.
- **I am terribly sorry,** Sir, for being late. I missed the bus.

Exercise What would you say in the following situations?

1. You mispronounced your classmates' name.

☛ You: (apologize to him) _____

☛ Your classmate (respond to the apology) _____

2. You dialled a wrong number by mistake and you called someone you didn't know.

☛ You: (make an apology) _____

8 Suggestion

Make a suggestion	Respond positively	Respond negatively
– Let's.....? – How about + verb + ing.....? – What about + verb + ing.....? – Why don't we.....? – Do you fancy + verb + ing.....?	– Ok let's. – That's a good idea. – That sounds a good idea, thanks. – Yes, why not.	- No let's not. - I don't think that's a good idea. - Yes, but.....

Example You and your friend are free this afternoon. Suggest doing or going somewhere.

- **Let's** go to the movies. I am bored.
- **How about** watching a film this afternoon?

Exercise What would you say in the following situations?

1. Your teacher wants to organize a trip abroad. Suggest a country you like to go to.

☛ You: _____

☛ Your teacher:(respond) _____

2. Your father's car always breaks down.

☛ You: (suggest a solution to him) _____

3. Your friend: I am hungry now.

☛ You: (Suggest eating something) _____

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9 Good & bad news

Responding to good news	Responding to bad news
That's good news!	That's bad news!
That's wonderful!	That's terrible!
I'm glad to hear that!	I'm sad to hear that!
Congratulations!	How sad!
Really? I can't believe it.	That must be awful!

Example

- You: My brother got married last week.
  ☛ Your friend: **I am glad to hear that! Congratulations!**
- You: I failed my driving test yesterday.
  ☛ Your friend: **Oh, that's terrible.**

Exercise **What would you say in the following situations?**

1. You: My wife is pregnant. She's expecting a baby in the coming months.
   ☛ Your friend: (respond) _____
2. You: Our classmate, Adam, didn't pass his BAC exam.
   ☛ Teacher: (respond) _____

10 Prohibition

You mustn't.....
You can't.....
You are not allowed to.....
You are not permitted to.....
Don't.....
It's forbidden to.....
No + Verb +ing

Example

- You **mustn't** smoke in this area.
- **No** park**ing** in this place. It's a private property.

Exercise **What would you say in the following situations?**

1. Write a note in which you prohibit fishing in the lake.
   ☛ You: _____
2. Write a note in which you prohibit feeding animals in the zoo.
   ☛ You: _____

11 Definition

……is……
……refers to……
……can be defined as……
……can be considered as……..
……refers to……

Example

- An atheist **is** someone who does not believe in the existence of god.
- Zoology **refers to** the scientific study of the behaviours of animals.

Exercise **Re-write these sentences differently.**

1. Xenophobia is the fear that you have towards foreigners.
   ☛ You: _____
2. A protagonist is the main character in a play, film, book or story.
   ☛ You: _____

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12 Permission

Asking for permission	Giving permission
May I .....?	You may.....
Can I.....?	You can.....
Do you mind if.....?	
Is it OK if .....?	
Would it be all right if.....?	

Example Get permission from your father to use his laptop for a while.

- Dad, **can I** use your laptop for a while?
- Dad, **is it Ok if** I use your laptop?

Exercise What would you say in the following situations?

1. Get permission from your teacher to go to the rest room.

☛ You: _____

2. Get permission to take a picture of an old lady and post it on your Facebook.

☛ You: _____

13 Necessity & lack of necessity

Necessity (obligation)	Lack of necessity (no obligation)
...must....	.....needn't....
have to	.....don't have to

Example Necessity

- You **must** respect the traffic code.
- Students **have to** do their homework.

Example Lack of necessity

- You **needn't** have bought all this dessert. We have some apples left in the fridge.
- He **doesn't have to** take a taxi. The office is just in the corner.

Exercise Necessity or lack of necessity?

1. You must stop when the light is red. _____
2. There are many eggs in the basket. You don't need to buy more. _____
3. I have a stomach-ache; I should see a doctor. _____
4. It's Sunday. So, he doesn't have to wake up early. . _____
5. I didn't need to tell him about my absence. He already knew I was sick _____
6. My aunt has to pay all the taxes every year. _____
7. She needn't buy all this food. _____
8. He had to study last night because he had an exam. _____
9. He didn't have to take the umbrella last night. _____

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14 Ability & inability

Ability	Inability
Can	Can't
Could	Couldn't
Be able to	Be able to

Example

- I **can** read Japanese books and speak Spanish.
- Jack **could** play soccer well when he was in his twenties.
- I **couldn't** do the project work yesterday because I was sick.

Exercise can or can't?

1. Jack is blind. He _____ see anything.
2. Susan _____ drive well; she has never made an accident.
3. Mrs. Wilson is rich. She _____ buy anything she wants.
4. A comedian _____ tell jokes and make the audience laugh.
5. The student _____ do the exercise by himself; the teacher's helping him.

15 Certainty & uncertainty

Certainty	Uncertainty
I am sure;	I am not sure.
I am absolutely sure.	Definitely, not.
I am certain.	Certainly, not.
Definitely.	I am not certain.
Of course.	
.....must.....	

Example

I am sure. Mark and his wife will come today.
I am not sure, but he might steal that cell phone.
He's got a lot of factories and cars. He **must** be rich.

Exercise What would you say in the following situations?

1. Will you go to France to continue your higher education?
   ☛ You: (express uncertainty) _____
2. Will you get the first mark in English all over Morocco?
   ☛ You: (express certainty) _____

16 Possibility

Possibility
..... may.....
..... might.....
..... can.....
..... could.....

Example

1. I **may** go to the movies tonight.
2. He **might** arrive now.
3. It **can** be very cold in Canada.
4. The kid **could** lose the directions.

Exercise Fill in the blanks with the right answer.

1. Where's Sandy? - I don't know. She _____ be in the park. (must - could - have to)
2. I called him but no answer. He _____ have left the office. (might - should - needn't)
3. It _____ get hot there ; take off your coat. (must - can - have to)
4. They _____ have finished early if they had started early. (should - could- will)

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