

## 1

### Opinion

Asking for opinion	Giving opinion
<ul style="list-style-type: none"> <li>- What is your opinion about.....?</li> <li>- What do you think about.....?</li> <li>- What is your view about.....?</li> <li>- In your opinion, .....</li> </ul>	<ul style="list-style-type: none"> <li>- In my opinion,.....</li> <li>- In my view,.....</li> <li>- For me,.....</li> <li>- To my mind,.....</li> <li>- From my point of view,.....</li> <li>- I think that.../ I believe that.....</li> <li>- As far as I am concerned,.....</li> </ul>

**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 my hair style. (ask for opinion) \_\_\_\_\_  
 ■ Jack: (give your opinion) \_\_\_\_\_

## 2

### Express agreement & disagreement

Expressing agreement	Expressing disagreement
<ul style="list-style-type: none"> <li>- I agree. ....</li> <li>- Of course.</li> <li>- I think so.</li> <li>- You are right.</li> <li>- Absolutely.</li> <li>- Exactly.</li> <li>- I couldn't agree more.</li> </ul>	<ul style="list-style-type: none"> <li>- I disagree.</li> <li>- I don't agree with you.</li> <li>- Of course, not.</li> <li>- I don't think so.</li> <li>- You are wrong.</li> <li>- I'm afraid. I disagree.</li> <li>- That's not always true.</li> </ul>

**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.

**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** lending 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) \_\_\_\_\_

## 5

## Asking for and giving advice

Asking for advice	Giving advice	Accepting advice
<ul style="list-style-type: none"> <li>- What should I do?</li> <li>- How can you advise me?</li> <li>- What's your advice for me?</li> <li>- I don't know what to do. Can you help me?</li> </ul>	<ul style="list-style-type: none"> <li>- I advise you (not) to.....</li> <li>- You should (not).....</li> <li>- You ought (not) to.....</li> <li>- You'd better (not) .....</li> <li>- If I were you, I would.....</li> </ul>	<ul style="list-style-type: none"> <li>- That's a good idea, thanks.</li> <li>- It sounds a good idea.</li> </ul>

**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
<ul style="list-style-type: none"> <li>- I am sorry, but.....</li> <li>- I am sorry. I have a complaint about.....</li> <li>- Sorry to say this, but.....</li> <li>- I'm afraid. I have a complaint to make. ....</li> <li>- I am not satisfied with the way.....</li> </ul>	<ul style="list-style-type: none"> <li>- I'm so sorry. I didn't realize that.</li> <li>- I just don't know what to say.</li> <li>- Oh! I am sorry about that.</li> </ul>	<ul style="list-style-type: none"> <li>- Well, there's nothing I can do about it.</li> <li>- I can't do anything about it.</li> </ul>

**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) \_\_\_\_\_

## 7

## Expressing an apology

Make an apology	Responding to apologies
<ul style="list-style-type: none"> <li>- I am sorry.</li> <li>- I am terribly sorry (for + verb + ing)</li> <li>- I do apologize.</li> <li>- I am really sorry about this.</li> <li>- I can't tell you how sorry I am.</li> </ul>	<ul style="list-style-type: none"> <li>- It's not a problem.</li> <li>- That's OK.</li> <li>- It's all right.</li> <li>- It's Okay. Don't worry.</li> <li>- It doesn't matter.</li> </ul>

**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 dialed 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
<ul style="list-style-type: none"> <li>- Let's.....?</li> <li>- How about + verb + ing.....?</li> <li>- What about + verb + ing.....?</li> <li>- Why don't we.....?</li> <li>- Do you fancy + verb + ing.....?</li> </ul>	<ul style="list-style-type: none"> <li>- Ok let's.</li> <li>- That's a good idea.</li> <li>- That sounds a good idea, thanks.</li> <li>- Yes, why not.</li> </ul>	<ul style="list-style-type: none"> <li>- No let's not.</li> <li>- I don't think that's a good idea.</li> <li>- Yes, but.....</li> </ul>

**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) \_\_\_\_\_

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

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 parking** 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: \_\_\_\_\_

.....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: \_\_\_\_\_

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: \_\_\_\_\_

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

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

# 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)

- 37 NB. There are many different ways to express functions. **Function. 1** 1. In my opinion, some Egyptian channels are terrible. 2. In my view, our Moroccan football team's last performance was excellent. 3. What do you think of this colour? For me, it's good.
- 38 **Function. 2** 1. I agree. Exercising regularly keeps us fit and healthy. 2. I disagree. Tutors should not do the homework to their students/ I disagree. Students should do their homework by themselves. 3. I agree because they can help each other/ I disagree because new married couples should live on their own to avoid family problems. **Function. 3** 1. Teacher, can you clarify more the meaning of that word? 2. Yes, sure. 3. I am sorry I can't. I have class now. **Function. 4** 1. I am sorry, doctor. I don't understand. 2. Sorry, officer, but I didn't get it. Could you say that again, please?
- 39 **Function. 5** 1. You'd better bring him a new cell phone. 2. Can you advise me what to do? You should revise your lessons and ask the teacher for more help. **Function. 6** 1. Excuse me, Sir, but you didn't respect the queue. /I am sorry. I didn't realize that. 2. I am sorry to have to say this, but someone put rubbish in front of my door. 3. I am sorry I have a complaint to make. The service is terrible here.
- 40 **Function. 7** 1. I am sorry. I mis-pronounced your name. 2. It's alright. 2. I am really sorry. I called you by mistake. **Function. 8** 1. Teacher, let's go to Venice? Ah..That's a good idea. 2. Dad, how about selling your old car and buying a new one? 3. Let's make some pasta?
- 41 **Function. 9** 1. Wow! That's good news! 2. Oh! That's terrible! . **Function. 10** 1. It's forbidden to fish in this lake. 2. No feeding! **Function. 11** 1. Xenophobia can be defined as the fear.... 2. A protagonist refers to the main .....
- 42 **Function. 12** 1. Teacher, can I go to the rest room? 2. Madam, can I take a picture of you and post it on Facebook? **Function. 13** 1. Necessity 2. Lack of necessity 3. Necessity 4. Lack of necessity 5. Lack of necessity 6. Necessity 7. Lack of necessity 8. Necessity 9. Lack of necessity
- 43 **Function. 14** 1. can't 2. can 3. can 4. can 5. can't **Function. 15** 1. I am sure. I will continue my studies in France. 2. I am not sure. I will get the first mark in English. 3. I am not sure. my best team will win the next match. **Function. 16** 1. could 2. might 3. can 4. could