**ANEXO 1. FUNCTIONS IN SPOKEN LANGUAGE:**

1. – Asking for information.
2. – Asking if someone know something.
3. – Saying you know about something.
4. – Saying you do not know.
5. – Asking if something is correct.
6. - Saying something is correct.
7. - Saying something is not correct.
8. – Saying you are sure.
9. - Saying what you think is possible or probable.
10. – Saying you are not sure.
11. – Saying what you think is improbable or impossible.
12. – Talking about what might happen.
13. – Saying what you hope will happen.
14. - Saying what you want.
15. - Saying what you are worried or afraid.
16. – Expressing surprise.
17. – Saying you are pleased.
18. – Calming someone.
19. – Expressing likes.
20. - Expressing dislikes.
21. – Asking if someone approves.
22. – Saying you approve.
23. – Saying you don’t approve.
24. – Comparing-
25. – Asking for someone’s opinion.
26. – Giving your opinion.
27. – Saying you are interested.
28. – Giving reasons.
29. – Saying you partly agree.
30. – Saying you are wrong and someone else is right.
31. – Saying you have reached agreement.
32. – Offering to do something for someone.
33. – Accepting an offer of help.
34. – Refusing an offer of help.
35. – Saying what you think you ought to do.
36. - Saying what you think you ought not to do.
37. – Asking for permission.
38. – Giving permission.
39. – Refusing permission.
40. – Saying someone must not do something.
41. – Saying someone need not to do something.
42. – Telling someone how to do something.
43. – Asking for advice.
44. – Advising someone to do something.
45. – Warning someone.
46. – Suggesting.
47. – Requesting.
48. – Persuading.
49. – Complaining.
50. – Saying you are willing to do something.
51. – Refusing to do something.
52. – Introducing yourself.
53. – Introducing someone.
54. – Greeting someone.
55. – Thanking.
56. – Responding to thanks.
57. – Saying sorry.
58. – Accepting apologies.
59. – Ending a conversation.
60. – Saying good bye.
61. – Asking someone to say something again.
62. – Checking that someone has understood you.
63. – Giving an example.
64. – Taking up a point.
65. – Summing up.
66. – Finding out about a meaning.
67. - Factual information.
68. – Narration.
69. – Explanation.
70. – Expressing a personal point of view.
71. - Agreeing with someone else’s point of view.
72. – Disagreeing with someone else’s point of view.
73. – Stating an argument.
74. – Challenging an argument.
75. – Clarifying.
76. – Agreeing with an argument.
77. - Disagreeing with an argument.
78. – Interrupting an argument.
79. - Asking for an opinion.
80. – Summarizing a discussion.
81. – Requests often made by passengers.
82. - Possible replies given by flight attendants to passengers’ requests.
83. – Telling someone to wait.
84. – Hypothesizing.
85. – Listing.
86. – Adding.
87. – Apposition.
88. - Inviting.
89. – Accepting invitations
90. – Refusing invitations.
91. - Introduce a person to another.
92. - Greeting a known person.
93. - Greeting an unknown person.
94. - Ask and tell the nationality.
95. - Ask and tell the time.
96. - Ask someone to repeat what was said.
97. - Ask and indicate possession.
98. - Ask and tell if something is right or not.
99. - Ask and tell prices.

100.- Ask and tell how long a person will stay in a hotel.

101.- Buy things.

102.- Ask about marital status of a person.

103.- Expressing insecurities, doubt.

104.- Expressing insecurity

105.- Correct a person.

106.- Ask and tell if someone is afraid or worried.

107.- Calm someone

* **FUNCTIONS IN SPOKEN COMMON LANGUAGE:**

1. **- ASKING FOR INFORMATION:**

* Could you tell me …………., please?
* Do you know…………..?
* Do you happen to know………?
* Can you tell me ………….?
* I would like to know ………….?
* Got any idea…………..?
* Any clue…………..?
* I wonder if you could tell me ……………?
* I hope you don’t mind me asking, but ………….?
* I should be interested to know…………….?

1. **– ASKING IF SOMEONE KNOWS ABOUT SOMETHING:**
   * Do you know about………….?
   * Do you know anything about ………..?
   * Do you happen to know anything about………….?
   * Have you heard about ………..?
   * You know about………., don’t you?
   * Have you got any idea about…………?
   * Know anything about ………….?
2. **– SAYING YOU KNOW ABOUT SOMETHING:**

* I know……….
* I do / did know about……….
* I’ve been told……….
* I’ve been told about……..
* Someone told me ………….

1. **–** **SAYING YOU DON’T KNOW:**

* I don’t know……….
* I can’t help you there………
* I couldn’t say………..
* I’ve no idea……….
* Don’t ask me………….
* I wish I know, but………….
* Haven’t clues……………..
* I haven’t got the faintest idea about ……….
* I’m not able to help you with that request.

1. **– ASKING IF SOMETHING IS CORRECT:**

* Is …………… right, please?
* Could you tell me if …………… is correct / right?
* Is …………… correct?
* Is it true that………….?
* ……….. , right?
* ....…, yes?
* Is ………. OK or not?
* That’s right?
* Anything wrong with………..?
* (questions tags)

1. – **SAYING SOMETHING IS CORRECT:**

* Yes, that’s right.
* Yes, that’s quite right.
* Yes, that’s correct.
* Exactly.
* That’s fine.
* Nothing wrong with that.
* That’s it.
* All right.
* You’re dead right.
* Spot on.
* Absolutely.
* Precisely.

1. **– SAYING SOMETHING IS CORRECT:**

* Sorry ……… not right.
* ……….. ‘s wrong.
* I’m not right sure you’re right about…….
* I don’t think ………..
* ………… isn’t right, is it?
* I think the information you have must be incorrect/incorrect.
* Nonsense / Rubbish.
* I really do have to correct you.

1. **- SAYING YOU ARE SURE:**

* I’m sure……….
* I’m absolutely/fairly sure……….
* I’ve no doubt…………..
* I know…………
* Yes, really.
* That’s obvious.
* I’m hundred percent certain.
* It’s quite certain.
* I don’t think there can be any doubt about it.

1. **– SAYING WHAT YOU THINK IS POSSIBLE OR PROBABLE:**

* …………. is going to ………
* …………. probably ……….
* …………. will/ may/ might / could well……….
* I expect ……….
* It’s possible / probable……….
* It’s likely………..
* Maybe / Perhaps / probably.
* ……… looks / seems.
* Could be ……….
* You can be sure…………
* There’s a good chance…………
* I reckon……….
* I bet …….
* I think there is every possibility.
* I assume / believe…….
* I predict…………..

1. **– SAYING YOU ARE NOT SURE:**

* I’m not sure………………
* I can’t make up my mind………….
* I can’t decide………..
* I’m in two minds………
* I can’t say for certain………
* I’m not to sure…………..
* I couldn’t say, really……………
* I wouldn’t be too sure about…………..
* There’s some doubt on my mind …………..
* I’m not all convinced………..
* It’s not all certain………
* There is surely some doubt………..

1. **– SAYING WHAT YOU THINK IS IMPOSIBLE OR IMPROBABLE:**

* I don’t think …………
* It’s not likely ………..
* I don’t expect………..
* It’s not probable……….
* It’s impossible………….
* Probably not.
* Impossible.
* Perhaps not.
* May be not.
* No way.
* It’s very doubtful…………….
* I can not believe it.
* Not a chance.

1. **– TALKING ABOUT WHAT MIGHT HAPPEN:**

* If………….
* I wonder……….
* I suppose……….
* Unless………….
* What if ……………..?
* Imagine………..
* If only…………..
* Let us suppose / assume…………..
* Let’s take a hypothetical case…………..
* Provided that…………..
* Gives that……….
* On condition that…………..
* Speculating for a moment…………

1. **– SAYING WHAT YOU HOPE WILL HAPPEN:**

* I hope ………….
* I wish…………..
* I’d like …………
* I’m hoping……….
* I’m hoping for………..
* Hopefully…………….
* Keep your fingers crossed……….
* If only…………….
* I trust…………….

1. **– SAYING WHAT YOU WANT:**

* I need……….
* May I ……………?
* What I need is ……………..
* I’m dying for……………
* I want………..
* I must have ………….
* I’d love …………….
* I wish I could………….
* I’ve got to have……………..
* ……………. would just suit me.
* If only I could……………
* Why can’t I…………..?
* I should very much like…………..
* I’m really longing for…………..
* I very much wish…………….

**15**. **– SAYING YOU ARE WORRIED OR AFRAID.**

* I’m (very) worried about it.
* I’m afraid I................
* I’m so sorry for this.

**16. – EXPRESSING SURPRISE:**

* That’s very surprising!
* Really?
* What a surprise!
* That’s amazing!
* Good heavens!
* My goodness!
* Good lord!
* What?
* No, I don’t believe it!
* Are you serious?
* Never!
* Oh, no!
* You must be joking!
* Fancy that!
* You’re kidding!
* Fantastic/ Crazy!

1. **– SAYING YOU ARE PLEASED:**

* I’m very pleased with………..
* How marvellous!
* ……… is good news.
* I’m pleased / delighted.
* Great!/ Terrific! / Fantastic!/ Superb!/ Smashing!
* It gives me pleasure.

**18. – CALMING SOMEONE:**

* Don’t worry.
* There is nothing to worry about.
* You really needn’t worry about.
* There is really no need to worry/ to get upset about.
* I’m sure things will turn out all right.
* Now, now take it easy.
* Steady on.
* Relax.
* Cheer up!
* Come on! It’s OK
* It’s all right.
* I assure you.
* You need have no fears about.

**19. – EXPRESSING LIKES.**

* I like / love
* I’m very keen on.
* I enjoy.
* I do like / love.
* It’s wonderful / enjoyable.
* There’s nothing that enjoy more than………..
* I adore.
* I go for.
* You can’t beat.
* I’m absolutely crazy/ mad/ nuts/ wild about…………...
* I’m sold out on ……………
* I’m fond of ………………

**20.** **– EXPRESSINFG DISLIKES:**

* I’m afraid I don’t like………….
* …….. is not my favourite.
* I hate.
* I’m not keen on……….
* There is nothing I like less.
* I find it difficult to get on with.
* I can’t stick.
* I can’t bear.
* I can’t stand.
* Oh, no / Oh, God./ Oh hell!
* Oh, how awful!
* I dislike.
* I don’t think it is pleasant.

**21– ASKING IF SOMEONE APPROVES:**

* Do you think (they) are all right?
* Would you be in favour of that?
* Do you think…….. will work/ is a good idea?
* Are you in favour of?
* You are in favour of that, aren’t you?
* You would be in favour of, wouldn’t you?

1. **– SAYING YOU APPROVE:**
   * ………….. is very good.
   * Good. I’m very much in favour of.
   * ………….is quite/ absolutely right.
   * I’m very pleased/ happy about that.
   * That’s the way it should be.
   * What a good/an excellent idea/arrangement.
   * ……….is just what I wanted/hoped for/ had in mind.
   * ………..seems/ sounds just right/ fine.
2. **– SAYING YOU DON’T APPROVE:**

* I don’t think …………. is very good.
* I’m not in favour of (that).
* I’m really displeased/upset/ not pleased about.
* It’s wrong.
* It isn’t right.
* I can’t approve of.
* I’m not (very) happy about.
* Is it really necessary?
* ………needn’t………
* ………shouldn’t ………
* How dreadful/appalling!

1. **– COMPARING:**

* ……….than……..
* Compared to……….
* If you compare ……….and ……….
* Oh, the whole ………..

1. **– ASKING FOR SOMEONE’S OPINION:**

* What do you think about?
* What are your views?
* What do you think of?
* What’s your opinion of?
* What do you feel about?
* How are your feelings about?
* What is your point of view/ opinion?

1. **– GIVING YOUR OPINION:**

* I think………
* As you see it…..
* In my view/opinion……
* I believe……
* I feel……
* It seems like ……
* Well, I must say……
* Don’t you think?
* I’d just like to say.
* From my point of view.
* As far as I’m concerned.

1. **– SAYING YOU ARE INTERESTED:**

* I’m interested in……….
* My particular interest is………….
* …………..interests me a lot/ a great deal.
* I have some/ a great interest in………..
* My main interest is ……………..
* It is quite/ very interesting.

1. **– GIVING REASONS.**

* ………. because…………
* ………. (so as) to……….
* ……….. so that…………
* Well, you see.
* The reason was that……….
* Let me explain that……….
* But the point is…………..
* But surely…………
* This/was because …..
* The reason for this is that……
* There are three reasons for this….
* This/that was due to…..
* For this reason.
* So./ Therefore. / Thus. / That is why.

**29.** **– SAYING YOU PARTLY AGREE:**

* I don’t entirely agree with.
* I see you point, but…….
* I see what you mean, but………
* There’s a lot in what you are saying, but………
* Yes/Maybe/ Perhaps, but………..
* I agree, but………..
* I couldn’t agree more, but………
* Yes, up to the point, but……….
* That’s one way of looking at it, but………..
* Yes, but on the other hand………..
* Yes, but we shouldn’t forget………….
* Yes, but don’t you think………?
* That’s all very well, but……….
* I agree with such of / most of what you say, but……..

1. **– SAYING YOU ARE WRONG AND SOMEONE ELSE IS RIGHT:**
   * Yes, sorry. You’re quite right.
   * Perhaps I’m wrong.
   * You may / could well be right.
   * Perhaps you have the point.
   * Yes, now I ( come to) think about that.
   * Yes, I hadn’t thought of / remembered……
   * Yes, of course.
   * Yes, I don’t know what I was thinking of.
2. **- SAYING YOU HAVE REACHED AGREEMENT:**

* Right, we agree.
* Well, that’s settled.
* So, we’re agreed.
* We seem to be saying the same thing.

**32 – OFFERING TO DO SOMETHING FOR SOMEONE:**

* Can I help you?
* Let me………
* Shall I?
* If you like, I could…………
* OK, I will.
* What can I do to help?
* Would you like any help?
* Is there anything I can do?
* What can I do for you?

**33.** **– ACCEPTING AN OFFER OF HELP:**

* Thank you.
* That’s very kind (of you).
* Yes, please.
* If you’re sure it’s not trouble ( for you).

1. **– REFUSING AN OFFER OF HELP:**
   * No, thank you.
   * No, really.
   * I can manage.
   * That’s very kind of you, but………
   * I don’t think so, thank you.
   * No, don’t bother, (really).
   * Thank you for offering, but……….
2. **– SAYING WHAT YOU THINK YOU OUGHT TO DO:**

* I ought to……
* I must………..
* I should………..
* I’d better……….

**36**. **– SAYING WHAT YOU THINK YOU OUGHT NOT TO DO:**

* I mustn’t……….
* I shouldn’t (really)……..
* I oughtn’t to………
* I can’t possibly……….
* I couldn’t possibly………
* I’d better not……..

**37. – ASKING FOR PERMISSION:**

* Can I ……………., please’
* Do you think I could?
* Would it be possible?
* Could I………….?
* I wonder if I could.
* I was wondering if I could.
* Do you mind if……….?

1. **– GIVING PERMISSION:**

* Certainly.
* Of course.
* (Yes), certainly you can.
* By all means.
* (Yes), that’s fine/ all right.

1. **– REFUSING PERMISSION:**

* (Sorry), I’m afraid you can’t.
* I’m afraid not.
* I’m afraid I can’t let you.
* I’m afraid that’s not /it’s not possible.
* I’m sorry that’s / it’s not allowed.
* I’m not supposed to / allowed to let you…
* You’re not really supposed to / allowed to.
* I don’t really think you should / ought to.

1. **– SAYING SOMEONE MUST NOT DO SOMETHING:**
   * I don’t (really) think you should / ought to.
   * You shouldn’t / oughtn’t to?
   * ……….is not really allowed.
2. **– SAYING SOMEONE NEEDS NOT TO DO SOMETHONG:**

* You needn’t.
* You don’t have to.
* There’s not reason why you should.
* You don’t need to.
* There’s (really) no need to.
* It’s for you to decide.
* You can choose for yourself.
* I leave it up to you.

1. **– TELLING SOMEONE HOW TO DO SOMETHING:**

* First you ………….. then.
* This is how to do it.
* (You) do it like this………..
* Lift / Raise / Take ……….. (imperative)
* It’s like this………….
* Le me show you ………..

1. **– ASKING FOR ADVICE:**

* Do you think I should?
* Do you think I ought to?
* Ought I to / Should I?
* What should I / Ought I to?
* What would your advice be?
* What would you advice me to do?
* I’d like your advice / some advice on / about?
* Can / could you give me some advice on / about?
* What would you do (in your position)?
* What would you do’

1. **- ADVISING SOMEONE TO DO SOMETHING:**

* I think you should……..
* If I were you, I’d………
* I’d……………, if I were you.
* It might be an idea to………….
* I think you ought to………….
* I would ………….

1. **– WARNING SOMEONE:**

* Look out!
* Be careful!
* Watch out!
* Watch out for!
* Mind you don’t.
* Make sure you (don’t).
* Be ready for.
* Be careful of.
* Fire! Gas!, etc.

1. **– SUGGESTING:**

* Shall we?
* You could.
* We might as well.
* Would it be an idea to?
* We might…
* Do you think it would be an idea to?

1. **– REQUESTING:**

* Could …....., please?
* Do you think you could.........?
* Could I ask you to..................?
* Would you mind...................?
* Do you mind.............?

1. **– PERSUADING:**

* Won’t you.........................., please?
* Please let me.....................
* Why don’t you....................?
* I really think you’d do well to.
* Are you really sure you can’t / couldn’t....................?

1. **– COMPLAINING:**

* I want to complain about..............
* This is most unsatisfactory.
* (I’m afraid)........... just isn’t good enough.
* ..............just won’t do!
* ............... really is the limit!
* What can you do / are you going to do about it?
* Can you do anything about?
* I’m sorry to say this, but..........
* Something must be / will have to be done (about it).

1. **– SAYING YOU ARE WILLING TO DO SOMETHING:**

* Certainly.
* (Yes), of course.
* (No), of course not.
* I’d be (only too) happy to.
* (No / Yes), I don’t mind .......... in the least / at all.
* I’m quite prepared / ready to.................
* **(**Yes), I’ll................... (if I like).

1. **– REFUSING TO DO SOMETHING:**

* I’m sorry I can’t.
* I’m sorry, it’s not possible.
* I’m afraid not.
* I’d rather not.
* I’m sorry / afraid I can’t / couldn’t.

1. **– INTRODUCING YOURSELF:**

* How do you do? My name is.........
* Excuse me, my name’s.............
* Excuse me. How do you do? I don’t think we have met before.
* I’m.............
* Hello / Hi! Good morning/ afternoon / evening. This........... speaking.

1. **– INTRODUCING SOMEONE:**

* I’d like you to meet.............
* Have you met............?
* Do you know.................?
* By the way, do you know each other?

1. **– GREETING SOMEONE AND WAYS TO ANSWER**

* (Good) Morning / Afternoon / Evening!
* Good to see you (again).
* (How / Very) nice to see you (again).
* How nice to see you.
* It's good to see you
* Very nice to see you

**WAYS TO ANSWER**

* All right.
* Awful.
* Bad.
* Fantastic.
* Getting along
* Horrible.
* I can't complain.
* O.K.
* Quite well.
* So so

1. **– THANKING:**

* Thank you (very much) for.............
* Many thanks (for)...............
* Thanks (a lot).
* Much appreciated.
* I’m much obliged.
* I really appreciate it

1. **– RESPONDING TO THANKS:**

* Not at all.
* It’s a pleasure.
* (Please), don’t mention it.
* (It’s) no trouble at all.
* That’s all right.
* You’re welcome.

1. **– SAYING SORRY:**

* I’m (very) sorry.
* I’m / I really am so / very / terribly / partially sorry.
* Excuse me (for).
* I must apologize for.
* (Please) forgive me.

1. **– ACCEPTING APOLOGIES:**

* That’s quite all right.
* Not at all.
* Please, don’t be.
* Please, don’t worry.
* It (really) doesn’t matter at all.
* (Please), think nothing of it,
* (Please), don’t give it another thought.

1. **– ENDING A CONVERSATION:**

* Well, I’m afraid I must go now.
* I’m afraid I really must go.
* I really have to go / must be going.
* It’s been nice / interesting talking to you, but...........
* I’m afraid I can’t stand any longer.

1. **– SAYING GOOD BYE:**

* Good bye.
* I’ll look forward to seeing you soon.
* Good night.
* Bye (bye).
* See you (soon / later / tomorrow).
* I’ll be seeing you.
* Cheerio!
* Have a good (day, night, weekend, holiday).
* Enjoy your vacation.
* I've got to go now.
* I hope you don't mind...
* Sorry, it's time to go.
* I must be going now.
* I ( really) have to go now.
* It's been nice talking to you.
* See you around
* See you later.
* So long. .
* Sorry, I must be on my way. .
* Take care.

1. **ASKING SOMEONE TO SAY SOMETHING AGAIN:**

* Pardon?
* Sorry?
* I’m sorry. I didn’t hear / catch.............
* I’m sorry, what did you say?
* Would / Could you repeat what you said?

1. **– CHECKING THAT SOMEONE HAS UNDERSTOOD:**

* Do you see what I mean?
* I hope that’s clear.
* Does that seem to make any sense?
* That’s clear, isn’t it?
* Do you understand?
* Right?
* Know what I mean?

1. **– GIVING AN EXAMPLE:**

* .......... for example / instance.
* .......... such as...............
* Take.................
* ..................like.
* It’s interesting you should say so, because..............
* That reminds me of.....................
* On the subject of................
* Talking of / about.....................
* About..............
* (............. but) to go back what you were saying about..........
* If I say just go back...............

1. **– TAKING UP A POINT:**

* In other words..............
* Basically, it comes down to..............
* (So) basically.................
* (So) the basic question is..................
* (So) what I’m saying is...............
* The point I’m making / trying to make is.................
* In short.............

1. **– SUMMING UP:**

* What does................ mean?
* I don’t understand this word / sentence.
* Can you help me?
* Does.............. mean....or...................?
* What’s the opposite / synonym of....................?
* What is another word for..................?
* What is another way of saying....................?
* Do..................and................mean the same thing?
* What is the difference between ....................and.....................?
* What do you call someone / something who /what................?
* When would you use the word................?
* What’s the meaning of...................?

1. **– FINDING OUT ABOUT MEANING:**

* Where is the..................?
* There’s one...................
* How do I get there?
* What time is the........................?
* Which..........................?
* How much is......................?
* I’ll like it.
* How far is it?
* How long does it take?

1. **– FACTUAL INFORMATION:**

* When did you........................?
* I / left / took / phoned, etc.
* What time did he........................?
* How did he..........................?
* Did he..........................?
* Have you ever been..............?
* How long were you there?
* Where did you stay?
* What did you see?

1. **– NARRATION:**

* What are you doing?
* We’re.............. ing
* Why are you .....................ing?
* Because.............................
* Where were you?
* While she was ...............ing, it happened.
* She was ...........ing, when it happened.
* Have you finished?
* When do you think it will be ready?
* Will you be able to...............?
* I’ll be....................... ing you.

1. **– EXPLANATION:**
2. **EXPRESSING A PERSONAL POINT OF VIEW:**

* In my opinion......................
* Personally, I think................
* I’d say that....................
* In my experience......................
* As far as I’m concerned.................
* Speaking for myself.................
* I’d suggest that.....................
* I’d like to point out that................
* I believe that.................
* What I mean is.................

1. **– AGREEING WITH SOMEONE ELSE’S POIT OF VIEW:**

* Exactly.
* Yes, I agree.
* Of course.
* That’s true.
* So do I (neither do I)
* I think so too (I don’t think so either).
* You’re (absolutely) right.
* I agree with you entirely.
* That’s a good point.
* I go along with that.

**72.** **– DISAGREEING WITH SOMEONE ELSE’E POINT OF VIEW:**

* However.............
* On the other hand.................
* On the contrary.....................
* I don’t agree with you.
* I’m afraid I have to disagree...............
* I’m sorry to disagree with you, but..................
* That’s not (entirely) true.
* Yes, but you don’t think..................?
* That’s different.
* That’s not the same thing at all.

**73. – STATING AN ARGUMENT:**

* In my opinion..................
* Personally, I think................
* I believe that.................
* The point is this..................
* If you ask me..............
* I’d like to say this.................
* I’d to point out that.................
* Speaking for myself................
* As far as I’m concerned..............
* In my experience....................

**74. – CHALLENGING AN ARGUMENT:**

* That can’t be true.
* But what about.............? What’s your answer to that?
* Do you mean to tell me the true that..................?
* Are you seriously suggesting that....................?
* If I don’t mean.................. then you should say what you mean.

1. **– CLARIFYING:**

* What I said was......................
* What I mean to say was....................
* I did not say........ , what I did say was................
* I think you misunderstood what I said.
* Let me repeat what I said.
* I’m not saying that. What I’m saying is................
* Yes, but don’t forget I was only referring to..............

**76.** **– AGREEING WITH AN ARGUMENT:**

* Of course.
* Right.
* Exactly.
* That’s true.
* So do I. (Neither do I).
* I agree completely.
* I agree with you entirely.
* You’re absolutely right.
* That’s a good point.
* I couldn’t agree with you more.
* That’s just what I think.
* I feel the same way.

**77.** **– DISAGREEING WITH AN ARGUMENT:**

* However..............
* I’m afraid I disagree.
* On the other hand........
* On the contrary.............
* That’s not (entirely) true.
* I can’t possibly accept that.
* I can’t possibly agree with you.
* I hate to disagree with you, but...............
* All right, but don’t you think................?
* But that is different.
* That’s not the same thing at all

**78. – INTERRUPTING AN ARGUMENT:**

* Excuse me, did I say that...............?
* Excuse me, do you mean that...............?
* Before you make your next point.................
* So, what you are saying is that..................
* Get to the point / what you really think is that.................

**79. – ASKING FOR AN OPINION:**

* Well?
* What do you think?
* Do you agree?
* What’s your view on the matter?
* How do you see it?
* Let’s have your opinion.

**80. SUMMARIZING A DISCUSSION:**

* Then we agree.
* Basically we are in agreement.
* I think we have agreed.

**81– REQUESTS OFTEN MADE BY PASSENGERS.**

* Could I have ……., please?
* It’s cold here. Could I possibly have a blanket, please?
* Could you tell me what time we’ll be landing?
* Would you have an aspirin for my headache, please?
* Can you help me get this up, please?

1. **-. POSSIBLE REPLIES GIVEN BY FLIGHT ATTENDANTS TO PASSENGERS’ REQUESTS**

* Sure.
* Right away, sir/madam.
* Of course.
* Certainly.
* I’d be glad to, sir/madam.

**83– TELLING SOMEONE TO WAIT.**

* 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.
* Wait a minute, please.

1. **– HYPOTHESIZING.**

* What will happen, if…… happens?
* What would happen, if….. happened?
* What could/might happen, if……happened?
* If…. happens…. will……
* Unless …. Happens….will not happen.
* Assuming …. happened ….. would happen**.**

1. **– LISTING.**

* I want to make three points.
* There are three reasons.
* Firstly, secondly, thirdly, fourthly, finally/lastly.

1. **– ADDING.**

* Moreover.
* Furthermore.
* In addition.
* And another thing…

1. **– APPOSITION.**

* Let me put this another way.
* Another way of putting this is…
* In other words.
* Namely.

1. **- INVITING SOMEONE.**

* Would you like to…………..?
* Would you like to come with (me) (us)?
* Do you want any milk in your coffee?
* Do you want any …………..?
* Do you fancy going to…..?

1. **– ACCEPTING INVITATIONS**

* (Yes), I would (I’d) like (love) to.
* That sounds great.
* It’s a good/great idea.
* Sure it would be a pleasure.

1. **– REFUSING INVITATIONS.**

* I would (I’d) really like to but I can’t.
* I’m sorry but I can’t.
* No, thank you.
* Introduce a person to another.
* - Greeting a known person.
* - Greeting an unknown person.
* - Ask and tell the nationality.
* - Ask and tell the time.
* - Ask someone to repeat what was said.
* - Ask and indicate possession.
* - Ask and tell if something is right or not.
* - Ask and tell prices.

**91.- INTRODUCE A PERSON TO ANOTHER.**

**Formal:**

\* This is Mr. Richard Anderson. Mr Anderson, this is my friend Alfred Smith.

- How do you do.

- How do you do.

………………...........................................

\* Do you know Mr. Perkins ?

- No, I don't think so. How do you do.

\* Mr. Perkins. I'd like you to meet my friend Mr. Andrews.

+ How do you do.

- How do you do.

.….........................................................

\* I'd like you to meet my friend Robert.

- Nice to meet you. I'm Carolyn.

\* Nice to meet you too, Carolyn.

**Less formal**:

\* My name's Franklyn, James Franklyn.

- And my name's George Gates.

\* Glad to meet you, Mr. Gates.

- Glad to meet you too, Mr. Franklyn.

Informal:

\* Judy, this is my friend George. George, this is Judy.

- Hello.

- Hello.

……………..……........................................................

- By the way, do you know each other?

\* No, I haven't had the pleasure. My name's Louis Stones.

+ And my name's Martha Stevens.

Hello¡

\* Hello¡

**92.- GREETING AN UNKNOWN PERSON.**

* How do you do.
* How do you do.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Nice to meet you..

\* Nice to meet you too,.

1. **GREETING A KNOWN PERSON.**

\* Hello Martha!

- Hello Betty! How are you?

\* Fine, thanks. And you?

- Not bad.

**Other ways**:

- Hi!

- How nice to see you.

- It's good to see you.

- Very nice to see you.

- Glad to see you again.

**94.-** **ASK** **AND TELL THE NATIONALITY**

- Excuse me, what nationality are you?

- Where were you born?

- Where do you come from?

- Where are you coming from?

- What's your nationality?

- Where're you from originally?

**95.- ASK AND TELL THE TIME.**

- Excuse me, what time is it, please?

- Could you tell me the time, please?

- Tell me the time, please?

- Have you got the time?

- The time, please?

- What's the time, please?

**96.-** **ASK SOMEONE TO REPEAT WHAT WAS SAID.**

- Could you repeat that?

- Could you say that again?

- Excuse me?

- I'm sorry?

- Pardon? What did you say?

- Sorry, I didn't catch.

- Sorry, I didn't hear.

- What?

- When?

- Where?

- Who?

- You what?

**97.- ASK AND INDICATE POSSESSION.**

\* Excuse me, is this your ……?

\* Whose parcel is this?

\* And this ……… to you. Right?

\*Do you have any...?

- Do you own a..?

- Have you got any...?

- Is this your...?

**98.- ASK AND TELL PRICES.**

- How much is that

- How much do I owe you?

- How much does it cost?

- How much is everything?

- It's worth...

- That'll be...

- The price is...

- What's the price of..?

**99.- BOOKING A ROOM**

- I'd like to reserve a room.

- Can I make a reservation?

- Can I reserve a room?

- Do you have any room available?

- I'd like to book a room.

- I'd like to make a reservation.

- Is it possible to reserve a room?

- Is there a vacancy in the hotel?

1. **ASK AND TELL HOW LONG A PERSON WILL STAY IN A HOTEL.**

***-*** How long are you staying in the hotel?

- How long will you be here?

- How many days are you staying?

**101.- BUY THINGS.**

- I want to buy some …..

- Give me …..

- I'd like to buy …..

1. **ASK ABOUT MARITAL STATUS OF A PERSON**

-Are you still single/ married?

- Are you going to divorce?

- Well, to tell you the truth, I've got a boyfriend

- I'm a widow.

- I'm a widower.

- I'm divorced.

- I have a fiancé.

- I'm shacked up

**103.- EXPRESSING INSECURITIES, DOUBT.**

- I'm not sure. I think it……..

- I'm not too sure. Sorry.

- I don't know exactly. Sorry.

- Could be.

- I can't decide.

- I can't make up my mind

- I couldn't say.

- I don't know.

- I'm not really sure.

- I'm not too sure.

- It's possible.

- Maybe...

- Perhaps...

**104.-** **EXPRESSING INSECURITY.**

- Of course

- Certainly.

- I'm absolutely sure.

- I'm fairly sure.

- I've got no doubt.

- It's quite certain.

- That's obvious.

- Yes, really.

- You can be sure.

- You can bet

**105.-** **CORRECT A PERSON.**

**-** No, you're wrong

- I'm afraid you're not right.

- I'm afraid you're wrong.

- No, it isn't (actually).

- I think you're wrong

**106.- ASK AND TELL IF SOMEONE IS AFRAID OR WORRIED.**

- You don't look well. What's the matter with you?

- You look upset.

- Is anything wrong?

- You seem depressed.

- Is something wrong?

- You seem nervous.

- Are you O.K.?

**107.- CALM SOMEONE**

-Come on, take it easy

- Calm down.

- Cheer up

- Don't worry.

- I assure you...

- It must be nothing serious.

- Relax.

- There's nothing to worry about.

**ANEXO 2. FUNCTIONS IN SPOKEN TECHNICAL LANGUAGE:**

### **MEDICINE** **AND INFIRMARY**

**ASKING BASIC QUESTIONS:**

1. **HOW THE DOCTOR STARTS THE INTERVIEW:**

- What seems to be the problem?

- What brings you to the doctor today?

* What has brought you to the doctor today?
* What can I do for you?
* What is your number one complaint?
* What is the main problem you want to see me about?

1. **HOW THE DOCTOR ASKS HOW LONG THE PROBLEM HAS LASTED.**

* How long have you had this problem?
* How long has it been bothering you?
* How long has that been going on?
* How long does the pain last?

**3 - HOW THE DOCTOR ASKS WHERE THE PROBLEM IS:**

* Which part of your \_\_\_\_\_\_\_\_\_\_\_\_\_ is affected?
* Where does it hurt?
* Where is it sore?

**4 – HOW THE DOCTOR ASKS ABOUT THE TYPE OF PAIN:**

* Can you describe the pain?
* What is the pain like?
* What kind of pain is it?

**5 – HOW THE DOCTOR ASKS IF ANYTHING RELIEVES THE PAIN.**

* Is there anything that makes it better?
* Does anything make it worse?
* What effects does food, milk, water, etc have?
* Does lying down help the pain?

**6 – HOW THE DOCTOR ASKS ABOUT THE SYSTEMS:**

* Have you had any trouble with your stomach, bowels, etc?
* Do you have any problem with your \_\_\_\_\_\_\_\_\_\_\_\_\_?
* What is your appetite like?
* Any problems with your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?
* What about coughs or wheezing or shortness of breath?
* Have you noticed any weakness or tingling in your limbs?

**7 – HOW THE DOCTOR ASKS ABOUT DISEASES AND MEDICATIONS:**

* Have you ever had \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

Diabetes

Pneumonia

Tuberculosis

Venereal disease

Kidney stone

Gall stones

Hepatitis

* Did anyone ever find that you had \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

Jaundice

High blood pressure

A heart murmur

A urinary infection

High blood sugar

Ulcer

* Has anyone in your family had \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

Cancer

Hypertension

Angina

Heart attacks

Strokes

Polyps of the colon

* Have you ever had a diagnosis of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

Appendicitis

Colitis

Haemorrhoids

Asthma

Bronchitis

* Do you take any \_\_\_\_\_\_\_\_\_\_\_\_?

Pills

Medicines

Pain killers

Tranquilizers

Sedatives

Sleeping pills

Birth control pills

Minerals

Laxatives

* 1. **- HOW THE DOCTOR ASKS ABOUT SYMPTOMS.**
* Have been trouble with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

Coughing

Wheezing

Headaches

Sore throats

Hiccoughs

Shortness of breath

* Have you ever had\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in your chest?

Pain

Tightness

Pressure

Heaviness

Squeezing

Burning

* Have you been suffering from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

Abdominal pain

Constipation

Diarrhoea

Nausea

Vomiting

Loss of appetite

* Are you having any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lately?

Trouble with your period

Bleeding between periods

Problems with your sexual function

Difficulty urinating

* Tell me if you have experienced \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Double vision

Fainting spells

Dizzy spells

Trouble walking

Pins and needle sensations

Trouble with your balance

Spots in front of your eyes

Convulsions

**8.1- SOME COMMON SYMPTOMS:**

* Do you get out of breath easily?
* Have you had trouble climbing steps?
* Have you noticed swelling of your ankles?
* Has there been any problem with your bowels lately?
* How many times do you get up to urinate?
* Have you been bringing any sputum?

**9 – HOW THE DOCTOR ASKS ABOUT THE PRESENT ILLNESS**

* When did it begging?
* When did you first notice this problem?
* What is the last time you feel perfectly well?
* Is this an old problem or is it something new?
* Have you ever had anything like this before?
* Where does the pain go?
* What do you do top help it go away? Have taken any treatment or medicine for it?
* Has anyone at home or work had the same problem?

**10 – HOW THE DOCTOR ASKS ABOUT HABITS:**

* How much do you smoke?
* How many cups of coffee do you drink every day?
* How many cocktails do you drink in a day?
* How much beer do you drink on weekend?
* What are the pills and medicines that you take?

**11 – HOW THE DOCTOR ASKS AND EXPLAINS PPROCEDURES.**

**-** The patient will need a (n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

appendectomy

cholecystectomy

gastrectomy

herniorrhaphy

proctocolectomy

ileostomy

hysterectomyand bilateral

salpingo-oophorectomy

mastectomy

- Do you think we should a (n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

dilatation and curettage (D and C)

bronchoscopy

mediastinoscopy

colonoscopy and polypectomy

percutaneous liver biopsy

endoscopic retrograde

cholangiopancreatography

* We’d better send him for a (n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

abdominal sonogram

computerized tomogram (CT scan)

intravenous pyelogram (IVP)

electroencephalogram (EEG)

electrocardiogram(EKG) (ECG)

echocardiogram

pulmonary function test

coronary arteriogram

cardiac catheterization

**12 – INSTRUCTIONS FOR A PHYSICAL EXAMINATION.**

* Please step onto the scale.
* Just sit up straight, please.
* Let me see your hands.
* Open your mouth wide, please.
* Hands by your side, please.
* Stick out your tongue.
* Look up at the ceiling.
* Follow my finger with your eyes.
* Please breathe in and out slowly through your mouth.
* Take a deep breath in and hold it, now let it out.
* Give a cough, once more, please.
* Lie back, please and put your legs out straight.
* Please turn on your left side facing away from me.
* Now bring this knee way up to your chest.
* Push down as though you want to move your bowels.
* Let me see you walk across the room and back.
* Now I want to see you standing.
* Keep your knees and feet steady.
* Could you bend down as far as you can?
* Would you slip off your top things, please?
* Now I would like you to lean backwards or forwards.
* Please lie down here on the coach.
* Get onto the coach and lie down on your back-
* Keep your feet together.
* Keep your knees firm.

**STOMATOLOGY**

**1. - GRETINGS:**

**2. - ASKING ABOUT PROBLEMS:**

* What’s the problem?
* What can I do for you?
* What brings you to the clinic today?
* What seems to e the problem?
* How are you feeling today?
* How have you been doing with your denture?

**3. - ASKING ABOUT DURATION OF THE PAIN:**

* Does the pain last long?
* How long does the pain last?
* How often does it happen?
* How long has it been hurting you?
* How long has it been bothering you?
* How long have been feeling discomfort?
* Any particular time of the day?
* Is this the first time your tooth hurt?

**4.-ASKING WHERE THE PROBLEM IS:**

* Where does it hurt?
* Does it hurt very much?
* Which tooth hurts / part / side the most?

**5. - ASKING ABOUT HABITS:**

* Do you smoke?
* What about drinking? Alcohol?
* How much do you smoke?
* How many cups of coffee do you drink every day?
* How many cocktails do you drink in a day?
* How much beer do you drink on weekend?
* What are the pills and medicines that you take?

**6. - HOW THE DOCTOR ASKS IF ANYTHING RELIEVES THE PAIN**

* Dos the pain go away by itself or you must take any analgesic?
* Do you need any pain reliever? Any aspirin?
* Does the pain go away immediately after drinking cold water or eating sweets?
* Does anything you do make the bleeding better or worse?

**7. - HOW THE DOCTOR ASKS ABOUT THE TYPE OF PAIN:**

* Can you describe the pain?
* What is the pain like?
* What kind of pain is it?
* What’s bleeding like?

**8. - ASKING SOME GENERAL QUESTIONS:**

* Have you already seen a dentist about the tooth / teeth?
* Is this the first time your tooth hurt?
* Has this happened before?
* Does it happen when you eat sweets, acids, or drink cold water?
* Have you had any problem with your denture?
* Have you been brushing your teeth carefully?
* Have you been using dental floss?
* Did you eat any toast or solid food before the two hour period?
* You said your gums have been giving you a little trouble. When did all this start?
* What about work ? Does your job involve long hours?
* Does your tooth hurt when I touch it?
* Do you feel any discomfort when you chew’
* Do you find chewing difficult?
* Do you have any problem chewing?
* Do you get tired chewing?
* Does your jaw get tired when you chew?
* Do you feel any clicking when you eat?
* Is your blood pressure normal?
* How often do you brush your teeth?
* Are allergic to any anesthetic?
* What’s wrong with it / them?
* When did the swelling begin?
* Any other pains? In the face, ears? In your jaws?
* Have you had any other health problems? Any anemia? HBP? Diabetes?

#### INSTRUCTIONS AND EXPLANATIONS.

* Open your mouth, please.
* Put your head back.
* Please sit back. Put your head on the headrest.
* Would you rinse your mouth out, please?
* Wash your mouth with this?
* Open wide. Wider.
* Raise your head a bit.
* Don’t move. We can hurt you.
* Spit here, please.
* Please try to relax so I can feel your joints.
* I’ll give you an appointment for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Let’s have a look at it, shall we?
* Let’s go to the x-ray department.
* Let’s discuss the case first.
* I’ll send you up for an x-ray. I want to find out if there is any caries, at it seems.
* The filling is fractured. Did you follow my orders?
* You’ll have to come back again. We are using amalgam, so we can’t restore two teeth on the same day.
* We’d better had a god look at you. Let’s start out with your periodontal chart.
* I see you are missing your four left upper teeth. When did you have them extracted?
* I think you will need prosthesis on your left lower and upper sides.
* I wonder if I might recommend a metal removable denture, seeing that you are missing four teeth there.
* A partial prosthesis is fixed with clasps.
* Caries are the result of a poor oral hygiene, mainly.
* I think this tooth (canine) has to be pulled.
* I’ll put you on antibiotics and pain reliever, but you will have to be seen by a surgeon (maxillofacial) at the clinic.
* You must not forget to brush your teeth four times a day to help to avoid caries and infections.
* You should chew in two hours and you should do it in the other side.
* You should take care of the reconstruction because it is too big.
* You have (a) deep (small) caries, we must give an analgesic for 5 to 7 days till the pain goes away and then we can work on your tooth.
* If you continue having the same problem(s) or it (they) increase(s), you should come to work on your tooth (teeth).
* You have an abscess in your tooth, so we will open it and keep it open to drainage all the puss in this area.
* Your restoration has fallen or fractured, so we will restore again right now.
* Does the occlusion bother you or it touch one side before the other?
* You should hold this piece of cotton in your tooth to avoid accumulation of food in it.
* You should wash your mouth with warm and salty water three times a day.
* You should take a tablet of \_\_\_\_\_\_\_\_\_\_\_\_\_ every 8 hours for three days.

### **CLINICAL LABORAT****ORY**

#### INSTRUCTIONS AND EXPLANATIONS.

* Give me your thumb to get a blood sample.
* I’ll give you a jar to collect sample of urine / feces.
* We have to make a blood test. Please, stretch your arm.
* The test will delay about one or two hours.
* Flex or bend your arm for a couple of minutes to avoid bleeding.
* Take it easy. Don’t be afraid.
* Relax. It won’t hurt you.
* It won’t cause any harm.

**RADIOLOGY**

#### INSTRUCTIONS AND EXPLANATIONS.

1. **GREETINGS:**

* Coming, please.
* Where does it hurt?
* Where is it sore?
* Sit down, please.
* Just sit up straight, please.
* Let me see your hands.
* Raise your left / right arm, please.
* Please breathe in and out slowly through your mouth.
* Take a deep breath in and hold it, now let it out.
* Lie back, please and put your legs out straight.
* Please turn on your left side facing away from me.
* Please lie down here on the coach ( face down or up)
* Get onto the coach and lie down on your back
* Don’t move.
* Stretch your arm.
* Put your hand, elbow, knee, shoulder, leg, foot, head here, please.
* Bend your knee, elbow, etc.
* Lean forward or backward.
* Put your hands behind your neck or head.
* Raise your head.
* Look at the ceiling.
* How was the accident, the fall, the beat, the hit?
* Have you ever had a fracture before?
* Don't breathe.
* Breathe out all the air (through your mouth).
* Put your chin here.
* Wait a minute to see the results of the test/ the x-ray.
* If it is wrong we have to do it or repeat it again.
* It is wrong.

**AEDES AEGYPTI CAPMAIGNED:**

* Our work is to avoid the epidemic of the dengue that is transmitted by the mosquito Aedes Aegypti and also the control of rodents, cockroaches and the illness of the malaria.
* Partner to achieve this you should follow these measures to avoid the transmission of the illness.
* Open holes to the cans before throwing them away.
* Bury the tires or put them indoors to avoid the storage of water.
* The **abate** that is deposited in the storage recipients should not be thrown away.
* Cover tightly the tanks.
* Make a correct gathering of the garbage in the patios.
* We need to fumigate the house to be able to eliminate the mosquito and the transmission of illnesses that they can cause even death, but this can be avoided with your help and cooperation.
* Close the doors and windows during 35 minutes to get an effective duration of the drops.(product).
* Please, come with me.
* Please, follow me.
* Good morning/ afternoon/ evening, how are you?
* Where is the source of water supply?
* Where do you use the water to drink from?
* Is carried out any procedure to improve its quality?
* Do you boil the water to drink?
* Do you keep the recipients with water protected or covered?
* Where does the food that you eat proceed from?
* What (food) did you eat?
* Where do you throw away the garbage?
* Where the stools (feces) are deposited?
* Do you know any other person that feel the same that you?