

Formal Conversation

Formal vs Informal

Asking for Something

- **Use 'can', 'would' or 'could' to make requests sound gentler and more polite.**
- Where is the bus stop?
 - Would you tell me where the bus stop is?
- What time is it?
 - Could you tell me what time it is?
- How do you use this machine?
 - Can you tell me how to use this machine?

- **Use 'please', 'thank you' and 'excuse me'**

- I want another cup of tea

- Could I have another cup of tea please?

- Can I get by?

- Excuse me, can I get by please?

- **Use ‘if’ to show that you understand that what you are asking for may not be possible**
- If it’s not too much trouble, could you show me how to fill out this form?
- If you could show me where the envelopes are kept, that would be great!
- Is it alright with you if we talk about this another time?
- Do you mind if I eat the last slice of cake?

Making plans

- **When making plans, 'suggest' rather 'demand' so the other person has the opportunity to express what they would like**
- There's supposed to be a good cafe in Gachibowli, would you like to try it?
- Do you feel like going to the park?
- Shall we say six o'clock?
- Perhaps we could go to the shops first?

- When is the bank open?
 - Could you tell me when the bank opens please?
- Where do I buy stamps?
 - Excuse me, do you know where I could buy stamps?
- I can't find the railway station
 - Would you be able to tell me where the railway station is please?
- What's your name?
 - Could you tell me your name please?
- Call me back
 - If it's not too much trouble, could you call me back later?
- Where are the pens?
 - If you could show me where the pens are kept, that would be great!

Look forward to...

- I look forward to ~~m~~et you at the seminar.
meeting
- We look forward to your response.
- I am looking forward to working with you.

Comparing... to / with

- Performance of company A was poor compared _____ the output of company B.
- He compared her performance _____ Madhubala's performance.
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Words such as like...

- Products such as honey do well.
- Products like honey do well.