

START THE  
CONVERSATION



Let's

Improve

our

Conversation

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المشرف التعليمي

أ/ حسن ندا

مدير المجمع

أ/ ماجد الحارثي

# START THE CONVERSATION

1- Introducing people and one's self تقديم الناس والنفس	
* This is ..... (مفرد أو جمع)	^ How do you do?
* Let me introduce .... to you.	^ Pleased / Nice to see you!
* I am ... / My name is ...	^ Welcome sir!
2- Requesting & replying الطلب و الرد عليه	
* I'd like to....., please.	^ Yes, here you are.
* Can / May / Could I..., please?	^ Yes, of course / most willingly
* Can / Would you....., please?	^ With pleasure.
* Would / Do you mind+v+ing.....?	^ No, I don't mind.
* Can you help me with.....?	^ I'm sorry / afraid. I can't.....
3- Making Suggestions & replying الاقتراح و الرد عليه	
* Let's /+المصدر .....	^ Good idea. / Why not / OK.
* Why don't we / you + المصدر ...?	^ I'm not very keen.
* Shall we + المصدر ?	^ I really don't feel like it.
* What / How about + المصدر + ing?	^ I'd prefer / I'd rather.....
4- Making offer عرض المساعدة	
* Do you want me ...for you ?	^ Yes, please. / No, thanks.
* Would you like me...for you?	^ That's very kind of you.
* Can (shall) I help you with?	^ It's thoughtful of you.
* Let me.....for you.	^ How kind / thoughtful!
5- Greetings and saying good bye التحيات و الوداع	
* Good morning / afternoon.	^ Good morning / afternoon.
* Good evening / night.	^ Good evening / night.
* How are you? / how are things?	^ Fine thanks./ Fine. And you?
* How do you do?مقابلة شخص لأول مرة	^ How do you do?
* Good bye / Bye / See you.	^ Good bye / Bye Bye / See you.
6- Invitation & responding الدعوة و الرد عليها	
* Would you like to + المصدر..?	^ Thanks, I'd love to / Great idea
* How / What about + V+ing..?	^ I wish I could, but + .. سبب ..
7- Asking Time السؤال عن الوقت	
* What is the time, please?	^ It's half past one
* What time is it now, please?	^ Yes, It's a quarter to one
* Can you tell me the time, please?	^ It's one thirty
8- Asking nationality السؤال عن الجنسية أو الموطن	
* What is your nationality?	^ I am + الجنسية .....
* Where do you come from?	^ I come from + ..... اسم البلد
9- Asking the way السؤال عن الطريق	
* Where is the..., please?	^ Go straight along this road.
* How can I get to..., please?	^ Take the ... turning on your ...
* Could you tell me the way to...?	^ The ... is on your ...

10- Asking for permission & responding الاستئذان والرد عليه	
* Can I + المصدر + .....?	^ Sure/ Here you are / No, not at all.
* Do you mind if I + المصدر ...?	^ Sorry, I need it myself.
11- Congratulation and sympathy التهنئة و المواساة	
* Congratulations! / well done	^ Thanks, I'm very pleased.
* I'm sorry to hear about that.	^ Well, never mind.
12- Apologizing & responding الاعتذار والرد عليه	
* I'm really sorry .....	^ Never mind./ Don't worry.
* I don't know how to say this.	^ You'd better get me another one.
13- Thanking & replying الشكر والرد عليه	
* Thank you (very much)	^ You're welcome./ Not at all.
* Thanks. (a lot)	^ It's a pleasure./ Don't mention it.
14- Asking for opinion طلب الرأي	
* What do you think of .....	^ I think / believe .....
* What's your opinion of ....?	^ From my point of view .....
* What / How about.....?	^ In my opinion.....
15- Agreeing & disagreeing الموافقة وعدم الموافقة	
* I agree. / That's right.	^ I disagree. / I don't think so.
16- Giving advice توجيه النصيحة	
* You should / shouldn't	^ You're right./ I know I should(n't)
* If I were you, I'd / wouldn't ...	^ I'll think about that / I'll see
17- Expressing: Surprise, hope, worry and fear ..... التعبير عن	
* What a lovely surprise!	^ I hope + فاعل .....
* How nice to (see , meet) you!	^ I hope you get well soon.
* I'm worried about .....	^ I'm (afraid / frightened) of ...
18- Asking for help طلب المساعدة	
* Can / Could you +..., please?	^ Sure / Of course – Not at all
* Would/ Do you mind +...please?	^ I'm (sorry / afraid), I can't
19- Wishing التمني	
* I wish you a good .....	^ Thank you!
* I wish you good luck.	^ I hope so!
* May عسى your first child be a boy.	^ Same to you!
20- Necessity & Prohibiting الضرورة و التحريم	
* You (must / have to) + مصدر	^ I'll certainly do.
* You mustn't + مصدر	^ Surely I won't.
21- Belief and Disbelief التصديق وعدم التصديق	
* I believe in this. / That's true.	^ I can't believe it./That's incredible.
22- Blaming اللوم	
* I blame + فاعل + for + (V+ ing).	^ Please, forgive me.
* It's your fault. انه خطائك	^ I'll be careful next time.
23- Warning التحذير	
* Look / Watch out! / Be careful or....	^ Thank you. / ^I know this.
24- Threat التهديد	

* I'll punish you if... سوف اعاقبك لو	^ I promise I will.
25- Showing doubt إبداء الشك	
* I doubt it. / (may / might) + فاعل.....	^ I do think so. / I don't think so.
26- Preferring التفضيل	
* I prefer ... to ... / more than ...	^ You are right. / You are free.
27- Showing certainly إبداء التأكيد	
* I am sure that + جملة	^ There is no doubt that + جملة
28- Persuading الإقناع	
* The advantages are clear.	^ All right.
* It would be great if you ...	^ I don't think so.
29- Showing indifference إبداء اللامبالاة	
* I don't care.	^ I don't care either.
* Forget it.	^ No, that's important.
30- Inquiring الاستفسار	
* Can you say it again, please?	^ Of course sir. / sure.
* Would you repeat it, please?	^ Certainly sir./ sure.
31- Pleasure / approval / satisfaction السعادة / الموافقة / الرضا	
* That's great / excellent!	^ And so am I.
* I was looking forward to that!	^ And do I.
* I'm pleased to (hear/see) that!	^ Thank you!
32- Welcoming people الترحيب بالناس	
* You are welcome to my house!	^ That's very nice of you.
* You are welcome in our country!	^ Thank you!
33- Desire الرغبة	
* I would like to + مصدر	^ So am I.
* I'm looking forward to + (V+ ing)	^ So do I.
34- Seeing someone off توديع شخص (مسافر مثلاً)	
* Have a good flight.	^ Thanks a lot.
* Don't forget to keep in touch.	^ OK. And you?
35- Telephoning الاتصال بالتليفون	
* Can / Could I speak to...please?	^ One moment, please.
* Can you put me through to..?	^ Hold on, please.
* Hello, is that .....?	^ Sorry, his line is engaged.
* Hello, ..... there, please?	^ I'll put you through to him.
36- Liking and disliking التعبير عن الحب / عدم الحب لشئ ما	
* I like / I'm interested in.....	^ I hate / dislike / can't stand.....
* I crazy / mad about.....	^ I detest / despise / loathe.....
* I'm great fan of.....	^ I'm not keen on.....

## 1] Greetings and saying goodbye

Greeting	Reply
Good morning / Good afternoon / Good evening / Good night / Goodbye	Good morning / Good afternoon / Good evening / Good night / Goodbye

**(When you meet someone for the first time:)**

- ♣ How do you do? → How do you do?
- ♦ I'm pleased to meet you. → I'm pleased to meet you, too.

**(When you meet a friend:)**

- ♦ Hi! How are things? → I'm very well, thanks.
- ♣ Hello. How are you? → Fine. And you?

**Saying goodbye → Reply**  
**(Formal)**

- ♥ Goodbye. → Goodbye. It was nice to meet you.

**(Informal)**

- ♥ Bye bye. / Bye. / See you. → Bye bye. / Bye. / See you.

## 2) Asking for information السؤال عن معلومات

Asking for information السؤال عن معلومات	Giving information إعطاء معلومات
♥ Excuse me, could I ask you some questions about .....	♥ Yes, of course.
♥ Can / Could you tell me .....	♥ Yes, that's fine..
♥ Do you know anything about.....?	♥ Yes, certainly.
♥ Does that mean .....	♥ I'd rather not answer that question.
♥ Can you say why / why not?	في حالة عدم الرغبة في الإجابة عن سؤال
♥ Thank you for your time.	♥ (You're welcome في حالة الرد)

## 3) Asking for permission طلب الإذن

- May / Could / Can I.....
  - Is it all right to.....
  - Is it Ok if I.....
- } borrow your dictionary?

**Replies**

Giving permission	Refusing permission
♦ Certainly. / Sure.      ♦ Here you are.	♦ Sorry, I need it myself.

◆ Yes, of course. / Of course.

◆ Well, I'd rather you didn't.

◆ لاحظ طريقة الاستئذان باستخدام Do you mind if..?

### Asking for permission

♥ Do you mind if I borrow your dictionary?

### Agreeing:

No, I don't. / No problem. / No, not at all.

Disagreeing: Yes, I do

### 4] Asking people for help

### Agreeing to help someone

- ◆ Could you lend me a hand, please? هل يمكنك مساعدتي ؟
- ◆ Would you do me a favour, please? هل تؤدي لي معروفا
- ◆ I wonder if you could help me with.....
- ◆ I can't (find...). I don't suppose you could help me.

- ◆ Yes, what's the problem?
- ◆ Yes, of course.
- ◆ Yes, what would you like?
- ◆ I'd be happy to help.

◆ لاحظ الرد على هذا السؤال:

### Would you mind shutting the window?

- No, not at all. (Agreeing) موافقة
- Yes, I do. (Disagreeing) عدم موافقة

### 5] Asking for advice طلب النصيحة

- ♥ Which (book / sport) do you think I should choose?
- ♥ Can you give me some advice about .....
- ♥ Can I ask your advice about .....
- ♥ What do you think I should (ought to) do about.....?
- ♥ What would you do about.....?
- ♥ What do you think about .....+ V + ing?

### Giving advice تقديم النصيحة

- ♥ If you ask me, you should.....
- ♥ If I were you, I'd +inf. / I wouldn't + inf.....
- ♥ You should (study hard).....
- ♥ I really would / wouldn't.....
- ♥ Why don't you + inf.....?
- ♥ How about .....ing?
- ♥ You'd better take a taxi.

Accepting advice قبول النصيحة	Not accepting advice / Declining
<ul style="list-style-type: none"> <li>• Yes, I know I should.</li> <li>• Yes, I'll do it now / soon.</li> <li>• Yes, you're right.</li> <li>• That's a great idea.</li> <li>• I know I shouldn't.</li> <li>• Why didn't I think of that?</li> </ul>	<ul style="list-style-type: none"> <li>• I'll think about it.</li> <li>• I'll make up my mind about it.</li> <li>• I'll see.</li> <li>• I don't want to do that.</li> <li>• I don't really think so.</li> <li>• Absolutely not / Certainly not!</li> </ul>

## 6) Liking and disliking

### Question:

- ♥ Do you like (handball / hockey)?
- ♥ Do you like living in Cairo?
- ♥ What do you think about / of.....?

Liking	Disliking
<ul style="list-style-type: none"> <li>♠ I like it.</li> <li>♠ We like living here.</li> <li>♠ It's fantastic / great.</li> <li>♠ I'm mad / crazy about (football).</li> </ul>	<ul style="list-style-type: none"> <li>♠ I didn't think much of it.</li> <li>♠ I don't like it./I dislike it.</li> <li>♠ I'm not very keen on (living here).</li> <li>♠ I'm not very fond of (music). ♠ 1 hate / detest يكره</li> <li>/ loathe despise يحتقر (violence العنف on TV).</li> </ul>

## 7] Comparing / Expressing preference المقارنة / التفضيل

- ♣ I like coffee **better / more than** tea.
- ♣ I'd **prefer** to have tea **rather than** chocolate.
- ♣ I like the red dress **best**.
- ♣ I'd **rather** have tea **than** chocolate.

## 8] Discussing advantages and disadvantages

### For: مؤيد

- ♣ The advantage of ----- is that it -----.
- ♣ The good thing about ----- is that -----.

### Against: غير مؤيد

- ♣ (Online shopping)----- has many disadvantages.
- ♣ The disadvantage of ----- is that it -----.

## 9) Agreeing and disagreeing

Agreeing	Disagreeing
<p><b>(when you agree strongly)</b></p> <ul style="list-style-type: none"> <li>♦ I agree (with you).</li> <li>♦ That's right.</li> <li>♦ That's what I think.</li> <li>♦ I agree completely.</li> <li>♦ Absolutely ! / Exactly !</li> <li>♦ It certainly is / was.</li> <li>♦ I couldn't agree more.</li> </ul> <p><b>(when you agree, but not strongly)</b></p> <ul style="list-style-type: none"> <li>♦ I suppose so.</li> <li>♦ You could be right</li> <li>♦ Maybe.</li> </ul>	<p><b>(when you disagree, but you want to be polite)</b></p> <ul style="list-style-type: none"> <li>♣ Yes. /OK, but.....</li> <li>♣ I know, but.....</li> <li>♣ You're right, but.....</li> <li>♣ I don't think so.</li> <li>♣ I don't agree.</li> <li>♣ No, I disagree (with you).</li> <li>♣ I really can't agree.</li> </ul> <p><b>(when you disagree with people you know well)</b> <b>(Rude expressions)</b></p> <ul style="list-style-type: none"> <li>♣ No, it isn't / doesn't.</li> <li>♣ That's not true.</li> <li>♣ Rubbish!</li> </ul>

## 10] Requests & Orders

### 1- Requests :

#### (Informal)

- ♦ Can / Could / Will / Would you lend me your camera?
- ♦ Would you buy me the newspaper when you're out?

#### (Formal)

- ♦ Could you tell me the way to the pyramids?
- ♦ Would you mind helping me with this box? It's rather heavy.
- ♦ Do you think you could move your car, please?
- ♦ I wonder if you'd mind opening that door.
- ♦ I wonder if you could lend me some money.

### 2- Orders and Instructions:

♦ في حالة الأوامر و التعليمات نستخدم فعل أمر :

- ♦ Open that suitcase.
- ♦ Don't play in the road.

♦ للتعبير عن الأمر بصورة مهذبة :

- ♦ I'd like you to do this homework today.
- ♦ I would be grateful if you could / would give me back my money.



**Replies:** O.K. / All right / Sure

### 11] Making Suggestions تقديم مقترحات

- ◆ Why don't we / you / they.....?
  - ◆ Shall we.....?
  - ◆ Let's.....
  - ◆ I think it would be a good idea to.....
- + Inf.
- ◆ What about.....?
  - ◆ How about.....?
- + V. + Ing

#### Examples:

- ◆ Why don't we have a party?
- ◆ Shall we go and see our friend, Nabil?
- ◆ How about having lunch now?

#### Replies:

Agreeing with suggestions	Disagreeing with suggestions
<ul style="list-style-type: none"><li>◆ That's a good / fantastic idea</li><li>◆ I'll go along with that.</li><li>◆ I agree.</li><li>◆ That's what I think.</li><li>◆ OK</li><li>◆ That sounds fine.</li></ul>	<ul style="list-style-type: none"><li>◆ I'm not very keen.</li><li>◆ I'm not sure about that.</li><li>◆ Maybe some other time</li><li>◆ I'd rather ....</li><li>◆ No, I'd prefer to .....</li></ul>

### 12] Apologizing

- ◆ I'm (terribly / really / awfully) sorry, but I've lost your book.
- ◆ I don't know how to say this, but I've broken your camera.

Accepting an apology	Not accepting an apology
<ul style="list-style-type: none"><li>◆ Oh, it doesn't matter.</li><li>◆ Never mind.</li><li>◆ Don't worry about it.</li></ul>	<ul style="list-style-type: none"><li>◆ Oh, no! It was new.</li><li>◆ Well, I hope you will replace it.</li><li>◆ Well, I hope you will get me another one.</li><li>◆ You'd better get me another one.</li></ul>

#### Offers

- ◆ I'll buy you another one, of course.
- ◆ I'll get you another one, of course.

### 13] Inviting توجييه الدعوة

#### (Formal invitation)

- ◆ I'd like to invite you to our wedding.
- ◆ Would you like to come to a football match?
- ◆ Would you like to see a film?

#### (Informal invitation)

- ◆ How about watching a video with me?

### Accepting an invitation قبول الدعوة

#### (Formal)

- ◆ Thank you. I'd love to.
- ◆ I'd be pleased to come.
- ◆ Great idea.

### Refusing an invitation رفض الدعوة

- ◆ I'm sorry I can't because I have to do some work.
- ◆ H I'm afraid I can't. I have to get ready for the exam:
- ◆ I wish I could, but I have to go to the dentist at 5 o'clock.
- ◆ Thanks for asking me, but I can't

### 14] Thanking

Thanking	Replies
<ul style="list-style-type: none"><li>◆ Thank you.</li><li>◆ Thanks a lot.</li><li>◆ Thanks.</li><li>◆ Thank you so much.</li></ul>	<ul style="list-style-type: none"><li>◆ You're welcome.</li><li>◆ That's all right.</li><li>◆ It's a pleasure.</li><li>◆ Don't mention it.</li></ul>

15] Congratulations التهناني	Replies
<ul style="list-style-type: none"><li>◆ Congratulations.</li><li>◆ Congratulations on your results!</li><li>◆ Great news about your exam results!</li><li>◆ What great / wonderful / fantastic results</li></ul>	<ul style="list-style-type: none"><li>◆ Thanks! I'm very pleased</li><li>◆ Yes, I can't believe it myself.</li></ul>

16] Sympathy التعاطف / المواساة	Replies
<ul style="list-style-type: none"><li>❖ I'm sorry to hear your bad news.</li></ul>	<ul style="list-style-type: none"><li>◆ I know, it's terrible/awful, isn't it?</li></ul>

❖ I was so / terribly sorry to hear about.

◆ Well, it can't be helped.

◆ Well, never mind.

### 17] Expressing surprise التعبير عن الدهشة

◆ Good Heavens!

◆ This is a nice surprise

◆ What a lovely surprise!

◆ How nice to see you!

### 18] Expressing hope التعبير عن الأمل

♣ I hope you get well soon.

♣ I hope you find your handbag.

### 19] Expressing worry التعبير عن القلق

◆ I'm rather worried about Ahmed.

◆ I'm a bit concerned about Soha.

### 20] Expressing fear التعبير عن الخوف

◆ I'm terrified of the storm.

◆ I'm frightened of thieves.

◆ I'm afraid of wild dogs.

### 21] Phrases to keep a conversation going

◆ So you actually keep snakes.

◆ What exactly do you do?

◆ Where exactly can we find them?

◆ Anyway, I think .....

◆ Sorry, I missed that. Did you say .....

◆ Right. / Absolutely.

◆ That's amazing / / incredible / unbelievable /fantastic /awful / terrible /

### 22] Telephoning

#### a) When you are making a call:

#### 1- Asking for the person you want to speak to:

- Hello. Could I / May I / Can I speak to Said Amin, please?
- Is Tamer there, please?
- Could you put me through to Said Amin, please?

#### 2- Response:

◆ One moment, please.

◆ Please hold (the line).

◆ Sorry, his line is engaged / busy

◆ I'll put you through.

#### When you are not sure if you are speaking to the right person:

◆ Hello, is that Samir?

◆ Saying who you are;

◆ Hello, it's Albert from Microtek here. (formal)

◆ Hi, it's Albert, (very informal)

## 24) Making Recommendations: تقديم توصيات بعمل شيء

Making Recommendations	Reasons
◆ I'm sure you'd enjoy / love (this book).	◆ It's a very exciting / interesting (story).
◆ You really should (read this book).	◆ The characters are so real.
◆ I can recommend (this book) to you.	◆ You won't be able to put it down.
	◆ It's so easy to read.

## 25) Persuading someone to do something: إقناع شخص بعمل شيء

Persuading	Replying
◆ I recommend (going to) ....	◆ Can you tell me more about...?
◆ You really must (visit) ...	◆ What would I see there?
◆ Can I persuade you to (go to)..?	◆ What is special about...?
◆ It would be a pity if you didn't ....	◆ How is ... different from ...?

## 26) Expressing opinion with reasons: التعبير عن الرأي مع إبداء الأسباب

◆ I think (charities) are important <b>because</b> (they help poor people).
◆ I believe (modern technology) is necessary <b>as</b> it (helps us to lead a comfortable life)
◆ In my view, he is good for the job <b>since</b> he has excellent qualifications.
◆ In my opinion, he should accept the job <b>because</b> it is well-paid.
◆ From my point of view, we should donate blood <b>to</b> save people's lives.
◆ If you ask me, he should study harder <b>in order to</b> get higher marks.

## 27) General Questions & Answers:

QUESTIONS	ANSWERS
◆ How would you like your tea?	◆ Without sugar, please.
◆ How would you like your fish / meat?	◆ Grilled, مشوي please.
◆ How do you like my shirt?	◆ It's very nice.
◆ Where are you going to?	◆ I'm going to (the club).

◆ What was (the thief) like? للسؤال عن وصف شخص	◆ He was short and fat.
◆ When does the next train to Cairo leave?	◆ It leaves at 7 o'clock.
◆ Can I see your (ticket/passport), please?	◆ Yes, of course. Here you are.
◆ Can you lend me your (camera), please?	◆ Yes, of course. / I'm sorry I can't.
◆ How long will you stay in (Cairo)?	◆ Three days.
◆ How much is this it?=How much does it cost?	◆ It's 700 pounds.
◆ Which platform does the train leave from?	◆ It leaves from platform 5.
◆ Where do you come from?	◆ I come from England.
◆ What did you do there?	◆ I visited many places.
◆ How do you find your job? ما رأيك في وظيفتك؟	◆ It's tiring / boring / exciting.
◆ What was (the film / match / journey) like?	◆ It was great / nice / wonderful.
◆ What's the matter with you? ◆ What's wrong with you?	◆ I'm so tired. / I have a headache.
◆ Can you tell me the way to...? للسؤال عن الطريق	◆ Go straight and turn left.
◆ How about going to the cinema?	◆ It's a good idea.
◆ Would you mind opening the window?	◆ No, of course not.
◆ What would you like to begin with?	◆ Some salad, please.
◆ What's your size?	◆ Size 42, please.
◆ What's the weather like today?	◆ It's very nice.
◆ Single or double?	◆ Single, please.
◆ Single or married?	◆ I'm married.
◆ Single or return?	◆ Single, please.
◆ What do you do? = What's your job?	◆ I'm an engineer.
◆ What are you doing?	◆ I'm studying English.
◆ How do you do?	◆ How do you do?
◆ What's your favourite hobby?	◆ It's football.
◆ How do you spend your spare time?	◆ Reading and listening to music.
◆ How long have you been studying French?	◆ For 3 years.
◆ Can I speak to Ali, please?	◆ I'm sorry. He's out.
◆ Can I speak to the manager, please?	◆ O.K. Hold on, please.

◆ How long does it take to Alex.?	◆ Three hours.
◆ Which bus goes to the Pyramids?	◆ Bus No. 34
◆ How much do you earn?	◆ Five hundred pounds.
◆ How much is the room per night?	◆ It's 300 pounds.
◆ Can I book/reserve a room for 2 nights?	◆ Yes, of course.
◆ How do you go to school?	◆ I go to school on foot.
◆ How often do you go to the cinema?	◆ Once a week.

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