

LESSON

6

Effective communication tips and wrap up

Review simple but basic expressions

- It's gonna be okay
- Don't worry
- Does anyone have...?
- Does anyone know...?
- Can you help me?
- Help!
- Please help...
- There's been...
- Do you know...?
- I've lost...
- There's a...
- Where is...?
- Can you...?
- We need...
- Call...

Making a request:

- Would you mind...
- Would you be able to...
- Could you...
- Please...

Saying something negative (if you can't do something, can't help with something):

- I'm afraid...
- Unfortunately, ...
- At the moment we can't...
- I wish I could... but...

When you cannot answer right away:

- Let me check on that.
- I have to get back to you on that.
- I'll let you know if / when I find out something that.
- I'm not sure about that.

When you disagree but want to be nice:

- I don't think that's such a good idea...
- I understand what you mean, but...
- I wonder if it would be better to...
- Yeah, or maybe instead of that you could...

Suggestions:

- Maybe you could...
- What if you...
- Have you thought about...
- How about if...

Wrap-up exercise! (group work)