

# FUNCTIONS

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## 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?

- Some Egyptian channels are a waste of time, don't you think so?  
 ■ You: (give your opinion) \_\_\_\_\_
- What do you think of the Moroccan football team's last performance?  
 ■ You: (give your opinion) \_\_\_\_\_
- Jane: I changed my hair style. (ask for opinion) \_\_\_\_\_  
 ■ Jack: (give your opinion) \_\_\_\_\_

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## 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) \_\_\_\_\_

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**Making a request**

Making a request	Accepting the request	Declining the request / refusing
– Can you....., please? – Could you please,.....? – Will you.....? – Would you.....? – Would you mind + v+ ing	– Yes, I can. – Of course. – Yes, sure. – With pleasure. – Not at all.	– Sorry, I can't. – I am afraid, not. – I am sorry, no. – I wish I could but..... – 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) \_\_\_\_\_

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**Lack of understanding & asking for clarification**

Lack of understanding	Asking for clarification
– I beg your pardon. – I don't understand. – I am not quite sure I follow you. – I am sorry. I didn't hear what you said. – I didn't get your point.	– Could you repeat, please? – What do you mean by "....."? – Could you be more specific? – Could you possibly explain more? – 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) \_\_\_\_\_

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## 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) \_\_\_\_\_

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## 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) \_\_\_\_\_

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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 dialled a wrong number by mistake and you called someone you didn't know.

☛ You: (make an apology) \_\_\_\_\_

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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) \_\_\_\_\_

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## Good & bad news

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?

- You: My wife is pregnant. She's expecting a baby in the coming months.  
Your friend: (respond) \_\_\_\_\_
- You: Our classmate, Adam, didn't pass his BAC exam.  
Teacher: (respond) \_\_\_\_\_

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## Prohibition

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?

- Write a note in which you prohibit fishing in the lake.  
You: \_\_\_\_\_
- Write a note in which you prohibit feeding animals in the zoo.  
You: \_\_\_\_\_

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## Definition

.....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.

- Xenophobia is the fear that you have towards foreigners.  
You: \_\_\_\_\_
- A protagonist is the main character in a play, film, book or story.  
You: \_\_\_\_\_

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## Permission

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: \_\_\_\_\_

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## Necessity & lack of necessity

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.

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## 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.

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## 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) \_\_\_\_\_

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## 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)