

# FUNCTIONS

1

## 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?

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

2

## 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?

- Exercising regularly keeps you fit and healthy.  
 ■👉 You: (express agreement) \_\_\_\_\_
- Tutors should do the homework to their students.  
 ■👉 You: (express disagreement) \_\_\_\_\_
- Some new married couples prefer to live with their parents after marriage.  
 ■👉 You: (Do you agree or disagree and why) \_\_\_\_\_

**3 Making a request**

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

- Ask your teacher to clarify more the meaning of a word.  
 ■👉 You: (make a request) \_\_\_\_\_
- Could you switch on the TV, please?  
 ■👉 You: (accept the request) \_\_\_\_\_
- Can you help me carry this baggage to the train station, please?  
 ■👉 Mark: (decline and give a reason) \_\_\_\_\_

**4 Lack of understanding & asking for clarification**

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

- The doctor: If you want to keep fit, you need to exercise regularly and eat healthy food.  
 ■👉 You: (express lack of understanding) \_\_\_\_\_
- 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  |
|--|---|---|
| - What should I do?<br>- How can you advise me?<br>- What's your advice for me?<br>- I don't know what to do. Can you help me? | - I advise you (not) to.....<br>- You should (not).....<br>- You ought (not) to.....<br>- You'd better (not) .....<br>- If I were you, I would..... | - That's a good idea, thanks.<br>- It sounds a good idea. |

**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?

- 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) \_\_\_\_\_
- 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) \_\_\_\_\_

6

Expressing a complaint

| Express complaint  | Positive answer  | Negative answer   |
|--|--|---|
| - I am sorry, but.....<br>- I am sorry. I have a complaint about.....<br>- Sorry to say this, but.....<br>- I'm afraid. I have a complaint to make. ....<br>- I am not satisfied with the way..... | - I'm so sorry. I didn't realize that.<br>- I just don't know what to say.<br>- Oh! I am sorry about that. | - Well, there's nothing I can do about it.<br>- I can't do anything about it. |

**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?

- You were in a bank and one of the clients didn't respect the queue.  
 ■ You: (Make a complaint) \_\_\_\_\_  
 ■ The client (respond positively) \_\_\_\_\_
- Someone put rubbish in front of your flat front door.  
 ■ You: (Complain to the doorman) \_\_\_\_\_
- The service is terrible in the hostel you are staying at.  
 ■ You: (Complain to the manager) \_\_\_\_\_

7

**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!<br>That's wonderful!<br>I'm glad to hear that!<br>Congratulations!<br>Really? I can't believe it. | That's bad news!<br>That's terrible!<br>I'm sad to hear that!<br>How sad!<br>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?

1. You: My wife is pregnant. She's expecting a baby in the coming months.  
☛ Your friend: (respond) \_\_\_\_\_
2. 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?

1. Write a note in which you prohibit fishing in the lake.  
☛ You: \_\_\_\_\_
2. 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.

1. Xenophobia is the fear that you have towards foreigners.  
☛ You: \_\_\_\_\_
2. 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: \_\_\_\_\_

13

Necessity & lack of necessity

| Necessity (obligation) | Lack of necessity (no obligation)      |
|------------------------|--|
| ...must....<br>have to | .....needn't....<br>.....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)