

## Six Useful Functions

1. *offering something*

**Would you like x?** That's very kind of you / No, it's all right thank you.

2. *offering to do something*

**Shall I do** That's very kind of you / No, it's all right thank you.

3. *asking someone for something*

**Could I have x?** Of course! Here you are! / I'm afraid not.

4. *asking someone to do something*

**Would you mind doing?** Of course. / I'd rather not.

5. *asking for permission*

**Is it OK if I do?** By all means do / I'm afraid not.

6. *suggesting what "we" could do*

**Let's do!** That's a good idea. / I'd rather not.

A

Hello Jane, How are you?

Would you like a chocolate?

By all means do.

Would you mind helping me for a moment?

I can't (do) this!

Are you doing anything this evening?

Let's go to the cinema?

...

B

I'm fine thanks and you?

That's very kind of you.

Is it OK if I take two?

Of course.

What's the problem?

Shall I try?

No - nothing special.

That's a good idea.

...

Could I have another one of those chocolates? They're delicious!