



SPEAKING SKILLS

Sub: Transactions
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2020- 2023

Module 6
Everyday Transactions

1.Sounding polite

- Asking questions and replying to them in a pleasing way is very important in our everyday life.
- Our conversational are integral to building up relationships. We should speak in a polite way
- when we seek help to get information, directions money etc.
- Useful Expressions:
- 8 Ways to offer Help
- 1. Do you need any help?
- 2. Can/may I help you?
- 3. Is there anything I can do for you?
- 4. What can I do for you?
- 5. Would you like me to help?
- 6. Do you want me to help?
- 7. Can I give you a hand?
- 8. Let me help you.

Polite ways to say No

- Polite ways to say No
- Casual Professional
- No, but thank you No, I am sorry to say that we aren't able to
- No, Thanks I would love to ...but ...
- I would like to... but I have to work
- late this evening.
- I would like to... but...
- I wish I could I' m sorry we won't be able to
- I' m afraid that I am not available on that day.

Polite ways to make requests

- 1. Will You...?
 - Will you open the doors for me.?
- 2. Would you...?
 - Would you open the doors for me?
- 3. Would you mind ...?
 - Would you mind opening the door?
- 4. Would you please...?
 - Would you please open the door for me?
- 5. Could you (please)...?
 - Could you open the door?
 - Could you please open the door?
- 6. Could you possibly...?
 - Could you possibly open the door?
- 7. Would you be so kind as to...?
 - Would you be kind as to open the door

Offering to help

- 1. Shall I...?
- 2. Would you like me to...?
- Ans: Oh! Yes Please.
- That's very kind of you.
- No, don't worry I can manage
- **Asking Permission**
- 1. Do you mind if I ...?
- 2. Would anyone mind if I...?
- 3. May I ...?
- 4. Would it be possible to...?
- Ans: Go ahead
- No, Of course not.
- I'm afraid you can't do that because...

Ways to Thank

- 1. I am very (so) grateful for ...
- 2. Thank you so (very) much for..
- 3. Thank you for...
- 4. That was nice of you.
- 5. Thank you. But you really shouldn't have...
- 6. I really appreciate (the invitation)
- 7. Thanks a Million!

Reply when someone thank you

- 1. You are very welcome.
- 2. You are quite welcome.
- 3. Don't mention it.
- 4. It was my pleasure.
- 5. Well I just wanted to show my appreciation for..
- 6. Don't worry about it.
- 7. It was nothing. What are friends for.
- 8. Forget it.