

# **A Handbook of** **English Phrases for Teachers**



Govt. Institute of Advanced Studies in Education  
Bikaner, Rajasthan (India)

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## PREFACE

English has the status of the official language in India. Simultaneous with the growth of Indian languages, English continues to be a link language among the treasure-house of literature and a purveyor of global information and technology. It occupies an important place in school and college curricula as a compulsory language in the country.

Increasing number of students and many others are voluntarily learning English, several opting to study in English medium schools. With the diversity of learners from different family backgrounds, English teachers need to use a combination of several methods, but not any one method rigidly. While some basic principles of language absorption have to be kept in view, the techniques of imparting communicative skills in English should be as varied as the learners themselves.

There is plenty of talk about the importance of English, but very little relevant guidance on how to teach it in these changing times. The book highlights the fundamental principles of communication and outlines several points to teach in English. Teachers at various levels will find the information topical and beneficial in their day-to-day teaching.

I wish the book all success and to be useful for the community it's written for and hope will serve the purpose at its best.

Also, I would like to congratulate to the entire team of authors, editors and publishers for this grand and noble work.

My best wishes,

**Prof. (Dr) Piruz Alemi**  
J.J College, New York, USA

## ABOUT THE BOOK

In the irreversible economic and virtual globalization English has emerged as the language of opportunities and resources. It bridges the geographical boundaries in terms of culture, economy, investments and job creation by multinationals as well as domestic companies and serves as a link language of tourism, media, entertainment, computers and technology etc. with more than a billion speakers. Efficiency in this language provides greater privileges in society and is considered as a route to achieving success. It is quite evident that our students despite of talent and subject knowledge are unable to present themselves in interviews and other discourses using English language skills.

In order to negotiate English language barriers, Government of Rajasthan has opened Mahatma Gandhi English Medium Schools that intend to use English language in classroom interactions, school programs, principal's office and in all formal and informal conversation between teachers and students inside school campus. Our endeavor is to make our students well versed in target language so that they don't lag behind in any future prospect.

Teaching and learning of English is a difficult task as English is neither the mother tongue nor language of communication in society. This handbook aims at gradual



transition of students into English language learning environment by providing English phrases to teachers which they can easily use as instructions during classroom teaching, feedback, assessing students and in general interactions with the parents. It not only provides easy access to commonly used English phrases to teachers in schools of Rajasthan but can be used by teachers of any school for communication purpose.

This handbook is jointly published by Government Institute of Advanced Studies (IASE) Bikaner and The International Academic Association of Researchers in Humanities, IT, Engineering and Science (IAARHIES). IASE, Bikaner was established in 1941 and currently offers regular B. Ed, M. Ed and Ph.D. courses and the in service teacher training programs to the head of the schools and teachers of different subjects. It aims at educational research to improve the quality of education. IAARHIES is an international nonprofit forum and association of researchers. It is a brand name of Society for Academic Research (SAR) registered under section 20 of Society Registration Act 1860. It has organized 150 plus international and national conferences across globe since 2015 and publishes six journals that follow UGC guidelines.

This handbook is prepared by a team of linguists, head of schools and teachers with ample practical experience of classroom communication. The team with its creative

skills and practical experience has also taken help of books and other sources available online and offline.

We are thankful to respected **Sourabh Swami**, IAS, Director, Secondary Education, Rajasthan for the creative inspiration, **Dr. Hardev Sharma**, Director, IAARHIES and **Prof. (Dr) Piruz Alemi**, J.J College, New York, USA for academic support and one and all who have directly and indirectly contributed in framing this book.

Communication demands creativity and techniques at every step and this differs from person to person. It is not possible to enlist all the possible English phrases in a single book. We expect teachers to be creative and supplement the book by adding phrases on their own as per the need of the learners in different situations. Our objective is to motivate teachers to use English language as a medium of instruction before learners which will surely enhance their interest and competency in this language.

We look forward to your suggestions and feedback that will enable us to incorporate your valuable ideas and publish further editions of this book.

### **Editors in Chief**

Dr Sonu Shiva

Dr Ram Gopal Sharma

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# 1

## **Creating Language-Rich Environments**

Speaking skill is considered to be the most important skill by language learners. It has been discovered by many researchers that foreign language learning best occurs through interaction and demonstrations. Unfortunately most of our students do not get such opportunity to speak English in classrooms or schools or outside. Therefore, it is necessary for language teachers to provide students with the opportunity to communicate in English by Creating Language-Rich Environments in classrooms and schools. School environment can be a powerful resource to encourage students to use the language.

For the convenience of teachers some useful classroom interactions have been enlisted here that may be used with children of all age groups. They have been divided into categories and subcategories to suit the context, so that they can be chosen and used according to the needs.

### **A. Before entering the campus**

- Good morning sir/madam.
- On my way to school/ back home.
- Please, help me out in this.
- Please try the other way round.

- Hey friend/Akash/Reeta! How are you doing?
- In the good/bad books of teacher/sir/madam.
- Hey Hari! You come to school once in blue moon.
- I'm sure, English teacher Mr. Dahiya will pick up the hole in our lesson.
- Ha haha, don't make castles in the air.
- Your dress up and hairdo is so weird. You're going to be the laughing stock of the class.
- My bag is spick and span today.
- He is a past master in cheating other.
- Saxena sir will drill English into our mind.
- I can run to the school at a stretch.
- See, the bell is ringing; we've reached school in the nick of time.
- This is only a cock and bull story by Ravi.
- Yes, I know him.
- No, I don't know him.
- Do you know him? No I don't.
- This one I took from Mr. Sharma.
- Any Mr. Sharma has come on the post of librarian in our school.
- Please, mind the railing. You may hurt yourself.
- Let's stroll a bit before the bell.
- Have you prepared science test today?
- Have you decided your topic for debate/ science exhibition/presentation .....?

- Will you participate in sports/annual day this time?
- I wish, I get the chance to be a team captain in cricket this time.
- Which team do you think will win volleyball/GK quiz this time?
- I am sure that sir/ma'am will be surprised by my model/ idea for exhibition this time.
- Hey! Please help me carry this stuff/model/chart to school/class.
- Come! Let us help him in holding her charts/stuff.
- Do you play online games at home?

### **B. In the campus**

- Which way *leads to* the room number 10?
- *Could you please* tell me where principal sir is?
- May I come in, sir?
- Excuse me sir/madam/Neelam...
- Please *give me a hand* to raise this box to that counter.
- *Shall I go ask* the inquiry or direct to the library?
- Don't stand in *the cluster and talk*.
- My scooty got punctured on the way.
- Mam/sir, this is Aniket's leave application.
- *He is not well*.
- What happened?

- You may go home now.
- Can I borrow your pen?
- You can borrow my pen if you like.
- What about using digital magazine /book/worksheet instead of print ones?
- Are you handy at using different mobile applications like Gyansankalp Portal etc.?
- What do you say about having Saturday as a no bag day/ conducting .....activity this Saturday?
- What about trying a new formation for standing in morning assembly?
- I will rearrange my presentation/ speech/notes. you can look at it again tomorrow.
- Do you mind if I sit here with you?
- Would I be able to ask you to give me a hand with lifting this cabinet? It is a little heavy.
- Could I borrow some money to pay for fees and pay you back next week/month?

### **C. In Principal's office**

- **Teacher:** Good Morning Ma'am/Sir.
- **Principal:** Good Morning. How are you?
- **Teacher:** I am fine ma'am/sir and you?
- **Principal:** ah! Me? I am good/not good today.
- **Teacher:** That's great/ (very) bad ma'am/sir.



- **Principal:** Have you planned this/completed the assigned task?
- **Principal:** What is the status of the work?
- **Teacher:** Ma'am, I had a word with all four sections/students/staff. They all voted for this/ they agreed to do. The work is almost finished. It will take two days /some more days. I am working on it.
- **Principal:** still working? Finish it immediately.
- **Teacher:** Sure ma'am/sir, I will look into that. I will finish it soon.
- **Principal:** Great!
- **Teacher:** Do all the students need to participate in this trip?
- **Principal:** Except science stream/faculty because I have another plan for them.
- **Teacher:** Sure ma'am.
- **Principal:** Please make sure every student gets a signature of their parents on their form before.....
- **Teacher:** Sure ma'am. I have sent the original copy of the form for photocopy. I will distribute the forms to the students after lunch.
- **Principal:** Inform all the students to submit the amount on Thursday. Please make a final list of all the students who are interested and submit that list to me.
- **Teacher:** Sure ma'am, I will abide by that.
- Where is Mr. Vikas? I haven't seen him today.

- Call on Mr. Vikas.
- I need to take a leave for tomorrow. I need a half day leave/two days leave.
- I have an urgent work. I will have to attend a family function.
- My son/ daughter/wife/mother/father is not feeling well. I have to go. Nobody is there for taking care of her/him.
- I have to talk to you regarding the function/the performance of the students/ competition which is going to be held on Saturday.
- I need some help/space for this/that...
- Yes, some of the students have to participate in the competition. So, look into this.
- Will I have to manage alone or can I involve other teachers too?
- Please, guide me for this, sir.
- I want to complain about some students' behavior.
- I am really sorry, but I cannot sanction you a leave this time as Exams are approaching.
- The visit/inspection is scheduled this week.
- It's a great idea, but I am not sure whether everyone will agree or not.
- I am sorry but I have to refuse your request to change class/charge.
- It's not possible to allow you at this time.
- I would rather not get into this kind of situation/problematic situation.

- As I previously mentioned, we shouldn't encourage such behavior / talk /act in school.
- I can't solve this problem immediately.
- Thank you so much for your invitation and congratulation to you/both of you/you all for ...
- You are cordially invited to celebrate the marriage /birthday /anniversary / function.
- Thanks for getting this done.
- Good work, as always.
- Since everyone is here let's get started.
- I'll keep this meeting brief as I know you are all busy with classes/work.
- Good morning everyone. I arranged this meeting to congratulate you all for successful completion of the function/inspection/event.
- I've called this meeting in order to...
- We are here to discuss...
- Today I would like to outline our plans to...
- Sorry, I didn't quite hear that, can you say it again?
- Sorry but just to clarify...
- Just to be clear, do you mean this...
- Can you repeat that in simplified manner?
- Are there any more comments?
- Is there any more area that we haven't thought of?
- Thank you every one for getting here on time.
- Today's presentation will cover these areas...

- To summarize then, let me just run through what we have agreed here.
- To sum up what I've discussed.
- That brings me to an end of my presentation.
- Any final thoughts before we close?
- Are there any objections to what I said/discussed?
- Let me finish making my point first.
- I understand that you can't do that but we can discuss some other alternatives.
- I have got to shoot off, I've got overlapping meeting.
- Excuse me, unfortunately I've to leave.
- Come to my office at earliest convenience.
- We have gone slightly off topic, let's get back to...
- I appreciate you getting this to me so quickly so I have time to review it.
- Thank you Mr. Rakesh for pulling everyone together on such short notice.
- This is superb! I had no idea a document could look this good.
- We are fortunate to have an innovator like you in our team.
- This is so great I think others could benefit from learning about it.
- Well done! And ahead of deadline too.
- You consistently bring your all and I truly appreciate that.

- Did you forget to bring the book/photo again. It's not good.
- I don't know why you keep talking about this problem over and over again. I am getting furious.
- I understand how you feel, but please don't get too furious. We are planning on a really good solution at the movement.
- I am really sorry for blowing up at you yesterday.
- Being late today, you are not allowed. You should be on time, please.
- I am sorry/so sorry/really sorry/genuinely sorry I'm late.
- I want to complain against a student. Sawai from class 9<sup>th</sup>. He is repeatedly misbehaving with other students. He is not paying attention to his studies. He never prepares for his class test. We need to call his parents. He is a bully type of boy. He tries to disturb the whole class while studying/ I am teaching. I warned him many times but he is not paying heed at all.

#### **D. In the staff room**

- Good morning everyone.
- How are you all?
- I am (not) fine (today).
- The weather is hot/cold/rainy/ cloudy/ foggy/ windy/ misty/ stormy/ humid/ today, isn't it?



- It's a pleasant/beautiful day, isn't it?
- It looks like it's going to storm.
- We couldn't ask for a nicer day, could we?
- How about this weather?
- It's so nice out today, isn't it?
- The weather's nice today, right?
- She is flying high after the successful interview.
- He/my son/my daughter is pumped up for his first/increased salary.
- She is down in dumps because...
- It's very cold today.
- Wow, it's really hot/cold for this time of year.
- It's really been pouring all day, huh?
- He is an optimistic and energetic person.
- Have you heard about this?
- Which period is going on?
- Third period is going on.
- Which is the next period?
- Next will be the fourth period.
- At what time sixth period will start?
- That will be at two o'clock.
- Now, what is this?
- It's a new notice/ circular/ order regarding ...
- Do you have any free period?
- Are you free?
- Can you help me?
- Do you have a red pen?

- Please, I'm busy right now I can't talk to you.
- That's the last straw.
- I get so irritated by...
- I can't stand it any longer.
- Please calm down
- Oh, he/she was fuming. I didn't know what to say. I told him that I am leaving.
- Do you have change of 100 rupees?
- My fifth period is off/ free.
- Why can't you take yours?
- Who are you to ask me?
- Mind your own business.
- I don't want to argue.
- I am just reminding you of your duty.
- It's the work of the principal, not yours.
- That's a huge weight off my head.
- Don't interfere in my matters.
- I am interfering just for the benevolence of the students.
- I am not bitten by any brain-sick dog.
- I want that students secure good marks.
- Okay, I too want the same.
- I don't mean so.
- Then, what do you mean?
- Don't argue with me.
- Okay, so take your class on time.
- I don't take, tell me what will you do?

- I don't do anything, it's God who does.
- You will have to face the consequences.
- I don't believe in God and all.
- You always find a way to get it done.
- Thank you for always be willing to lend a helping hand.
- Your work ethic impressed me.
- You are really good at cheering everybody up.
- You come up with fantastic ideas.
- You are so thoughtful/inspiring/great listener...
- You have the best of ideas.
- You deserve this appreciation.
- Your voice is magnificent.
- On behalf of the whole staff/team, I welcome you to our school/team/place.
- Welcome to the team/school and congratulations on your new joining as ...
- I think I need your assistance/guidance/support.
- Could you give me a dig out?
- Will/Could you do me a favour?
- I am so busy that I can't even go for lunch.
- I am in dire need of your cooperation in...
- I am buried in work.
- I was very overwhelmed with work.
- Your table is so crowded. May I help you?
- He is looking handsome/beautiful/ gorgeous/  
marvelous/ different/breathtaking/fabulous/graceful/

wonderful/nice/amazing/delightful/ charming/  
glamorous/pretty/ elegant/ flawless/ pleasant/good/  
adorable/ stunning/ radiant/ head turner/ great/  
attractive/fresh/ today.

- I don't care what will happen.
- Nobody likes you because of this behaviour.
- I don't even want anyone to like me.
- I have a family that loves me.
- If we harm children, our family will not be happy.
- There will be some problems in the family.
- Oh yes, I never thought about it.
- All my salary goes out in sickness.
- You have opened my eyes.
- I will do my work with full dedication.
- Thank God, you have realized your mistake.
- May God keep you happy!
- Ritu ma'am is absent today.
- We shall have to make arrangement for her classes
- Hanuman sir, will you please take the students for games in her period?
- Aruna ma'am is puzzled today. Nobody is helping her.
- Today's is Kamal's Birthday.
- Let's have a party.
- You look drop dead gorgeous today.
- I can't take my eyes off to you.

## 2

### **Morning Assembly**

Most schools start their day with an assembly in the school ground. This generally lasts 25-30 minutes.

#### **A. Gathering the students for assembly**

Bell has gone, some students are still sitting in the classrooms.

- Students' bell has gone move out of your classes and gather in the assembly ground.
- Move fast! Quick!
- Come on everyone, be in a straight line.
- Hurry up
- Stand according to your height, taller ones at the back.
- Ashish, you are taller than Rishi. Please let Rishi come in front.
- Ashu, you are shorter than Ritik. Please come in front.
- Don't skew the line.
- Stop fidgeting.
- I request all class teachers to accompany their classes while coming for morning assembly.
- Classes, attention!
- Stand at ease!

- Attention!
- Late comers should make a separate line.
- Rajesh, you are late. Stand in the separate line.
- A warm and a soothing morning to one and all present here. Today we, the students of class ..... has got a chance to conduct morning assembly. Let us begin with prayer to Almighty.
- Music is the best way to soothe one's soul. So get ready for a devotional/patriotic/school/motivational song.
- Let's begin/Please start/Get ready for the prayers.
- Join your hands and close your eyes.
- Open your eyes.
- Down your hands.
- I request class monitors to help their class in lining up.
- Now it's time for "THE THOUGHT FOR THE DAY"
- Riya, come on the stage to render the thought for the day.
- Well done, Ganesh.
- Clap for Rohan.
- Now it's time for Today's Headlines.
- Aakash of class IX is coming to read today's news for us.
- Listen carefully.
- Well read, Shruti.



- Get ready for the pledge.
- I request everyone to repeat the pledge after .....in order to give respect to the country.
- Learning a new word improves our knowledge. I request my friend..... to say vocabulary.
- I, a student of class ..... is here to acknowledge you with today's headlines. Firstly some national news.....secondly some international news..... thank you have a nice day.
- Attending morning assembly is compulsory for all so I request class teachers to ensure each student's presence in the assembly.
- This school belongs to you, children and thereby it becomes your responsibility to keep its premise clean and tidy and use all school property with respect and care.
- Good morning, respected teachers and dear students. The topic for today's assembly/my speech is on ...
- Classes attention! Stand at ease! Attention! Stand at ease.
- Classes Gear up for Question and Answer. (Our GK round)
- Please don't answer collectively. Raise your hands if you know the answer.
- Now I would like to invite our principal madam/sir to address our dear students.
- Thank you so much madam/sir for your valuable words.



- Classes, attention! Stand at ease! Attention!
- Be ready for National anthem.
- Stand at ease! Attention!
- Get ready for pledge.
- Stand at ease! Attention!
- I request our honorable principal sir to come on stage for certificate distribution/prize distribution.
- I request the judges of .....(event) to please come on stage to announce the results.
- I request the house in charge/time table in charge/activity in charge..... to make some important announcements for today.
- This is all for today.
- Thank you all for listening so patiently and I wish you have wonderful day ahead.
- So, here we come to the end of daily assembly news, thank you all, enjoy the day.
- And with this, our daily assembly comes to the end, have a nice day all.
- Have a great day and a better tomorrow.

### **B. Announcement: observing two minutes silence**

- Let's observe two minutes of silence to pray tributes to the people who had lost their lives in the struggle for India's independence.
- On Remembrance Day at ..... a.m. everything comes to a standstill for two minutes as we pay

tribute to our war heroes who have given us the freedom we enjoy today.

- We will observe a moment of silence now in remembrance of the ...who died serving nation ...
- Let us bow our heads and share a moment of silence in remembrance of .....who contributed to nation progress/great war.
- It is now requested to all to take two minutes of silence to reflect/honour/remember/pray for ...soul to rest in peace.
- You are all now requested to observe two minute silence in the memory and honour of deceased .....(name of person) and pray to the almighty to grant peace to the departed soul and courage and strength to the bereaved family members to bear the loss.
- Please join me in the moment of silence for innocent men, women and children who lost their lives in.....(name of tragedy) at .....(place).
- Please stand silently for a moment of reflection and respect. Words cannot express the tremendous grief our nation is experiencing over the tragedy of.....(past night/past week)this silence is observed to mourn the tragic loss of lives and injuries and our deepest sympathies go out to the victims, their families and friends.

- Let's Stand together in silence for two minutes to pray tributes to the people who had lost their lives in the struggle for India's independence

### **C. Post Assembly**

Some instructions for dispersing the students after school assembly

- This is all for the morning assembly.
- Before you go back to your classes, I have an important announcement to make.
- Classes, disperse.
- As mentioned previously, you are requested not to bring money to school.
- Every pupil is expected to safeguard his/her belongings and gadgets of school.
- Wearing gold/silver/expensive ornaments like earrings/ rings/anklets etc is strictly forbidden.
- Every student must be punctual and regular in his/her attendance to school. School gate will be closed by .....a.m.
- It is requested to students to bring your own stationery stuff required for activity class. Avoid borrowing.
- Speaking in English is compulsory for all within school premises.
- No student will be allowed to go home during recess/take half day leave if there is any valid reason

and that too on prior written application/through school diary or phone call by parent.

- The pupil will be removed from school rolls for irregular attendance/low attendance/disobedience/misconduct etc so be cautious about it.
- Children always come to school clean, well groomed and in proper uniform.
- Please turn off the taps and flush the toilets properly each time after using them.
- Classes, turn right/left/around/back and go back to your classes.
- Class monitors, please check the uniform of your respective classes.
- Go straight to your classes.
- Vaibhav, tie your shoe laces.
- All the students are requested to park their vehicles in the parking area.
- Late comers should go to principal's office.
- Go straight to your classes.
- Nobody should stop for drinking water.
- Please don't gather near taps.

Take this opportunity to set the tone at the beginning of the day. Such instructions are one of the most important language functions in any bilingual setting.



### 3

## Getting the Students Focused

A. The following expressions can be used according to your needs to control the class and to get the students focused before beginning any session.

- Please come in.
- Come here, Open the window.
- Take your seats, please.
- Settle down
- Please be quiet!
- No noise, please.
- Stop chatting! Stop speaking!
- Stop whispering, Hemlata.
- Don't shout, Arun.
- Use equipment properly.
- Share your ideas with the whole class.
- Be quiet when the teacher is talking.
- Keep your table tidy.
- Help keep the classroom tidy and clean.
- Listen to all the teachers.
- Stay in your seats.
- Cooperate with the monitors.
- Don't come out of your place/seat.
- Roaming in classroom is forbidden.
- Be on time.

- Accelerate your writing speed.
- Line up neatly and quietly.
- We won't start until everyone is quiet.
- Ok, that's enough.
- No vandalism is allowed in the classroom.
- Don't ever try to distract the class during lesson.
- Wait for your turn.
- No sleeping/yawning in the classroom.
- Don't hurt others.
- Listen to the instructions first and then follow it.
- No name calling.
- Don't interrupt in-between and value other's view
- Listen Please!
- Calm down!
- Sit properly/still.
- Respect and listen to your classmates.
- Concentrate on your own work.
- Don't try to peep into others notebook during tests.
- Be prepared for the class tests.
- Go out.
- Go back to your place/seat.
- Stand by your desks only.
- Show me your notebook/pencil/work/assignment/file etc.
- Don't peep out of the window.

Do add words like 'Please' as students learn what they listen.

## **B. Expressions showing frustration and annoyance**

- Do try to hurry up.
- If you don't be quiet, you can...
- Be quite and sit down.

**The word “JUST” at the beginning of a command also expresses annoyance or frustration:**

- Just sit down and be quiet.
- Just put that book away.
- Just pass me that book, Avdhesh.
- Just turn the lights and fans off.
- Lower down your voices.
- I am very upset by your performance in the class test/unit test/exam...
- I am livid right now.
- Don't make me lose my temper by asking pity things over and over again.
- You just can't crash other child's notebook. See all her work disappeared.
- Just take care of these silly mistakes. I may go off on you if same repeated.
- Raman, why did principal sir/sports teacher/..... went off on you yesterday?
- Stop arguing.
- Both of you come here. I saw you having a heated argument in the ground/hall/lunch break. What's the matter?



- I am tired of .....your excuses...
- I am fed up with you/your excuses...

### **C. Greetings in the Classroom**

- Good morning, class
- Good afternoon, everybody/boys and girls/children
- Good morning, Lalita
- Hello, everyone
- Hello there, Diksha
- What a lovely/rainy day/pleasant morning!
- How nice to see you all back.

### **D. How are you?**

- How are you today, Surender?
- How are you getting on?
- How are you doing?
- How's life?
- How're things with you, Mahesh?
- Are you feeling better today, Deepak?
- Hope you've recovered from your cold, Chitra
- I hope you are all feeling well.
- I hope you are all feeling fit today.
- I hope you have all had a nice/good weekend/holiday.
- How about you, Akharam? What did you do during .
- . .

## **E. Introductions**

- Let me introduce myself.
- My name is Mr/Mrs/Miss Monika/Chandan and I'm your new English teacher.
- I'll be teaching you English this year.
- I'm a teacher trainee and I'll be teaching you today. I've got ten lessons with you.
- I want to welcome.....(name of student) to our class.
- I am looking forward to see my former grade -1 students as we begin grade -2. I am feeling very lucky to have you back in my life.
- Welcome back to school/class after your holidays. Hope you had a great/enjoyable vacations.
- Welcome back every one!
- Welcome to the new session. It's going to be a fantastic year full of learning and growing together.
- Happy first day of the school to everyone after a long/short break.
- I am so happy to see you back in the school/classes after lockdown/break.
- It's a great opportunity to be your teacher here in MGGS. I am so excited/ inspired by you.

## **F. Transition to work**

- It's time to start now.
- Let's start our (English) lesson now, shall we?
- Is everybody ready to start?
- I hope you are all ready for your English lesson.
- I think we can start now.
- Let's stop now and start today's topic.
- Any questions?
- Collect your notebooks from my table.
- Are your desks tidy?
- Don't forget to bring your map/colours next time.
- Let's check the answers we did in last class.
- We haven't heard from you yet.
- Have you ever heard about...
- You are almost to the answer...
- I didn't get it. Can you reframe your answer/  
rearrange your thought and say again.
- What makes you think that?
- Let's get cracking.
- I'm waiting to start
- It is a test. You have 20 minutes to complete it.
- I'm waiting for you to be quiet.
- We won't start until everyone is quiet.
- Stop talking now so that we can start.
- Settle down now so that we can start.
- Put your things away.

- Pay attention, everybody.
- Listen to this tape/audio...
- Repeat after me.
- Again, Please...
- You have five minutes to finish this.
- Today we will learn ...
- Now we can get down to work.
- Are you ready?
- Who's next?
- Take out your stationery/colours/pen/pencil...
- You need fevicol/compass/ruler for this.
- Hold your compass/pen/ruler like this.
- I am repeating one more time, please.
- Are you following?
- Ok so far?
- Say it again, please.
- I don't get it.
- Is this ok?
- Are you with me?
- Do you understand?
- Have you understood?
- What did you say?
- Pardon, please.

## **G. Register (Taking attendance)**

- Are you ready for attendance.
- Attendance, please.
- Attend your roll call.
- Ok, let me take attendance first and then we'll start lesson.
- It's time for roll call. Pay attention, please.
- Let's have a roll call first/now.
- I want you to pay attention to your roll call.
- Students, at the time of roll call, answer up to your name/roll numbers.
- Respond to your roll call else you will be marked absent for today.
- Students, come to class on time and don't keep away during the roll call.
- Why is class strength so thin today?
- Her attendance is already short. I am afraid if she could appear in exam.
- Who isn't here today?
- Who is absent today?
- I am calling out your names to mark your attendance in the register.
- Please, pay attention.
- Girls/boys/students if you skip your name you will be marked absent so please be attentive.

- Why were you absent for last two days, Chhagan?
- What's the matter with Samridhi today?
- What's wrong with Parvez today?
- Who is missing?
- Who isn't here?
- Has anybody seen Vinod today?
- What's wrong with Ghanshyam ?
- Has anybody any idea where Bhawani is today?
- Who was absent last time?
- Who wasn't here on Monday?
- Who missed last Wednesday's lesson?
- You weren't at/in the last lesson, Pawan.
- Where were you in class?
- I am really displeased with your performance. I was expecting better.
- Why are you late?

## **H. Late comers**

- What happened? Why are you late?
- Where have you been?
- Did you miss your bus?
- We started fifteen minutes ago.
- What have you been doing?
- Don't let it happen again.
- Please reach school on time.



- You should do something to resolve your snooze issue.
- Did you over sleep/miss your bus/van?

### **I. Appropriate replies**

- I don't know/I've no idea.
- I haven't seen him today.
- He wasn't here yesterday, either.
- He's ill/not well.
- He wasn't feeling well, so he went home.
- He's gone to the doctor/dentist.
- He's gone for an X-ray/a medical examination/an interview.
- He has probably missed the bus.
- He has got the flu/a cold/a temperature.
- He is in bed with the flu/a cold/a temperature.
- I've been sick.
- It was my birthday/parents birthday/celebration at home yesterday so I overslept in the morning.
- My car didn't start for an hour.
- I witnessed an accident and helped the injured.
- I struck in traffic.
- My bike got punctured.
- I had a sharp stomach ache/tooth ache/headache so...
- I had a fever.



## **J. Appropriate apologies:**

- What do you say when you are late?
- I am sorry, I'm late.
- I sincerely apologize.
- I take full responsibility to/that ...
- Pardon me this time.
- I have lots of regrets about the trouble created.
- It's my fault that we arrived late.
- It was her/my sister's/brother's/sibling's fault this time and not mine.
- I've been to the doctor /I've been to the dentist.
- I missed my bus.
- I've been helping Mr Singh.
- I got up late today.
- I am sorry. This won't happen again.
- Please forgive me this time/one more time.

## **Teacher's response after hearing the replies of absentees'**

- I see. Well, sit down.
- Please hurry up and sit down. We've already started.
- That's all right. Sit down and we can start.
- No problem.
- Try not to be late next time.

- Please send your leave application/inform us next time.
- First you must apologize for being late.
- You are running late.
- Oh! that's terrible.
- I'm sorry. What a bad luck!
- It would be ok soon.
- Oh, I am sorry to hear that.
- I take my sympathy to you.
- You must be very upset about it.
- I hope things get better soon.
- I sympathize with your condition.

**Remember, such expressions are among the first that students learn and start using among themselves spontaneously. Students like to take on the teacher's role and control other classmates.**

## 4

### Beginning a Lesson

#### A. Setting up routine

The expressions below help to build up a set of routines at the beginning of the class.

- Now we can get down to work.
- Let's begin today's lesson.
- Let's begin our lesson now.
- I hope you are all ready for your English lesson.
- I think we can start now.
- Is everybody ready to start?
- Have you done your homework?
- Tapan, please Give out (distribute) these home work note books.
- Take out your books, please.
- Monika, share your book with Ankita, please.
- Exercise one at the top of page three. Activity two at the bottom of page three. Which exercise are we doing?
- The bell hasn't gone yet.
- Turn to page. /Open your books at page...
- Look at activity one...
- We'll learn how to ...
- Let's study sentence pattern today.
- Give ear to what I'm saying.

- Pay attention, everybody
- Who hasn't answered yet?
- Right. Now we will go on to the next exercise.
- Have you done yesterday's homework?
- Leave one page/some pages/two pages for completing leftover work of yesterday.
- Don't forget to write today's date before you start today's work.
- Write/mention heading/chapter number/name of chapter/exercise number in the first line.
- Start today's work/new exercise/new chapter from a new page.
- Keep your notebook straight while writing.
- Sharp your pencils near dustbin only.
- No leave to washroom/water point in the first period.
- Just a moment. Wait a minute. Hold on a second.
- Please, write the date on the board.
- Have you got a pencil? Can I borrow your rubber?  
Could you lend me a rubber, please?
- Ready? Let's start. Kartik, you start.

## **B. Learner centric instructions**

- Sit in pairs.
- Pair and share.
- Make a group of four.
- Make a circle.

- Discuss in groups.
- Share your ideas within group.
- Share it with class.
- Give possible explanation for...
- Wrap the discussion in three sentences.
- We have last one minute to finish the activity.
- One more thing before you go/start.
- Try to hurry up.
- Calm down. We still have couple of time to finish the activity/work.
- Have another try.
- Can you come back to your seat.
- Put your chairs and tables back where they were.
- Can one member from each group collect the cards/pictures/stuff and submit on my table.
- Make sure you haven't forgotten anything/your belongings.
- I want a/two/some volunteers to stick these posters on wall.
- Your watch must be fast.
- Last couple of minutes left.
- Why are you leaving your places?
- You can go back to your place.
- You can't go until you all...
- Did any group finish the game/sheet/task?
- I'd like to add...
- I'll be back to your group after ten minutes.

- What is your group's/teams opinion?
- Has your team agreed upon it?
- Take opinion of each team member for the final answer.
- Divide your work among team members for completing it on time.
- Equal opportunity should be given to each member.
- Decide your team leader/captain.
- Your time is up/over.
- Decide among yourselves who will come in front to present from your team.
- Which topic will you present on?
- Listen to what others are saying/asking? You may get help.

### **C. Prohibiting the students**

- Please don't write down.
- Don't look at the answers, please.
- Don't discuss with your partner.
- Please don't stand in groups.
- Please don't open your books.
- Don't you help him, Mukesh
- Don't talk, you two girls.
- We have run out of time. Stop now.
- You are not allowed/permitted to...
- You mustn't .....



- You can't sit here.
- Don't change seat/get up from seat without permission.
- You can't cheat/move to other desk/change seat under any circumstances during test.
- You are not supposed to...
- Shouting isn't permitted in class/school.
- This isn't the right place for...
- Don't you dare...
- Don't even think about...
- You would require special permission to ...
- The punishment for being is ...
- Spitting/giggling/sleeping isn't a kind of a thing/act/attitude which is allowed here.
- Do you have permission to...
- Never ever .....
- It will not be tolerated in the class.
- Tearing page is against our class rules.

### **Giving personalised instructions and asking for information**

- Mohan, do try question no.2.
- Can you speak louder?
- Golu, you answer now.
- Is it correct?
- Boys, listen now.



- Varsha, give me some more examples, please.
- Keep going.
- Khushi, read the next sentence. Can you read this word?
- Look at exercise two Mudrika, Can you read the instructions, please?
- What does it Mean? Can you spell it, please?
- How do you spell the word, 'tour' please?
- Can you correct this sentence, Sangeeta?
- Explain it/topic in your words, Mohit.
- Answer it.
- Vedika, sit alone or next to someone. You won't be tempted to talk.
- Vikas, put your watch away and continue with assignment right now.
- Please repeat after me. First listen, and then repeat.
- Say it with me.
- Which question are you on, Sitaram?
- Come on, everybody.

Repetitions of such expressions regularly, help the students to grasp this language very easily.

## 5

### Textbook Activity

#### PART-1

#### Pre-reading Expressions

##### A. Ensuring everybody has the book

These expressions offer an excellent opportunity for students to learn English naturally.

- Give out the books, please.
- Pass out the worksheets.
- Pass these back.
- Take one and pass them on.
- Get the books out of the cupboard and give them out.
- Take the books off the shelf/out of the bookcase.
- Fetch the dictionaries from the teachers' room/staff room.
- Has everybody got a book?
- Have you all got a copy of the exercise?
- Is there anybody without a book?
- Is there anybody who hasn't got a copy?
- Can everybody see a copy of the text/passage?
- Where's your book, Jyoti?

## **B. Don't forget it next time**

- Remember it next time, Ruchi.
- Make sure you bring it on Friday.
- Be sure to remember it next Monday.
- Nobody should forget their book next time.

## **C. One book between two**

- One between two
- One book to every three pupils
- Three pupils to each book
- There's one dictionary/set of pictures for each group.
- You will have to share with Lakshmi.
- Could you share (with Lakshmi), please.
- These are enough for ten pupils.
- Share with Raju this time.
- I'm afraid I haven't got enough.
- I'm afraid there aren't enough for everybody.

## **D. Note the reduced forms**

- Hands up! = Up with your hands!
- Books out! = Out with your books!
- Books away! = Away with your books!
- Gimme = give me
- Gotcha = got you
- Doncha = don't you

- Gonna = going to
- Hasta =has to
- Hafta = have to
- Dunno = don't know
- Kinda = kind of
- Because = coz
- Wannabe = want to be

### **E. Notice the prepositions**

- Open your books at page 56.
- The exercise is on page 56.
- I want you to turn to page 56.
- Take out your books and open them at page 10.

### **F. Page numbers**

- 1-99: as a full number, e.g. 32—thirty-two
- 100 : either as a full number
- 129—one hundred and twenty-nine) or, for clarity, as individual numbers (one-two-nine)  
**Always remember the “AND” in numbers over a hundred**
- 167 = one hundred and sixty-seven
- The ‘0’ in numbers like 107 is pronounced [ou]

## **Books out, Find Page**

- Get your books out.
- Take out your workbooks.
- Books out, please!
- You'll need your workbooks.
- Out with your books, please.
- Open your books at page 27.
- Take out your books and open them at page 123/lesson 12.
- Open your books, please.
- You'll find the exercise on page 206.
- Look at page 19.
- Look at exercise 5A on page 46.
- Have a look at the diagram on page 25.
- It's somewhere near the front/back/middle of the book.
- It's on the inside cover at the back.
- The name is on the back cover/the title page.
- Now turn to page 16.
- Turn over
- Turn over the page.
- Turn to the next page.
- Next page, please.
- Let's move on to the next page.
- I want you to turn on to page 134.
- Turn back to page 16.
- Turn back to the previous page.

- Now look back at the last chapter.
- Keep one finger in the vocabulary list at the back.
- You can refer to the map/list on page 216.
- Refer back to the grammar notes on page 23.
- Look across at the other side.
- Use the index at the back of the book.
- Keep your book upside down and listen to me.

### **G. Position on page**

**These phrases show position according to top and bottom of the page.**

#### **Notice:**

- Five lines down = five lines from the top two lines up = two lines from the bottom
- When used adjectivally, the words ‘left’ and ‘right’ require the ending -hand:
- On the left => the left-hand side
- on the right => the right-hand page

**Notice the adjectival use of top, bottom, center and middle**

- The bottom line
- The middle paragraph
- The top row
- It’s at the bottom of the page.
- The picture at the top of the page/at the very top.
- The line in the middle of the page.



- It's somewhere near the top/bottom (of the page).
- It's towards the bottom/end.
- It's about halfway down.
- It's in the very middle of the page.
- About three-quarters of the way down.
- The top/bottom/middle line
- It's ten lines from the top/bottom.
- Ten lines down/up
- (The) tenth line from the top/bottom
- (The) tenth line down/up
- (The) third row down/up
- It's on the left.
- It's on the right.
- The left-hand side/the right-hand side
- It's in the top left-hand corner.
- It's in the bottom right-hand corner.
- It's in the left-hand margin.
- Look at the right-hand column.
- (The) third column (from the left/right)
- The center/middle column
- The shaded area on the right
- Look at the colored box underneath.

### **Paragraph three, line two**

- (The) third paragraph, (the) second line/sentence
- (The) last line of the first paragraph

- (The) last line in the second paragraph
- The paragraph beginning/starting/ending ‘he said . .
- (The) last but one line/word in paragraph two
- (The) second/third to last word in line 5
- Line five, (the) seventh word
- (The) third line, (the) fourth word (along)
- About the middle of line 12

### **A few lines further on**

- Five lines further down/up
- Not the next line, but the one after that
- Not the previous line, but the one before that
- (The) next but one sentence, (the) third word
- Third paragraph or the third paragraph
- Fifth line or the fifth line
- Have you found the place?
- Do you know where we are?
- Have you all found the place?
- Is there anybody who (still) hasn’t found the place?
- Show him/her the place
- Help him/her/name find the place.

### **H. Check the following textbook vocabulary**

- Advertisement
- Index

- Article
- Interview
- Cartoonist
- Checklist
- Map
- Comic strip
- Passage
- Conversation
- Photograph
- Crossword
- Picture
- Diagram
- Reminder
- Dialogue
- Dialogue box
- Sketch
- Drawing
- Statistics
- Extract
- Summary
- Figures
- Table
- Guide
- Illustration
- Wordlist
- Bar graph
- Pie chart

- Pictogram/pictograph
- Table
- Summary box

## **I. Collecting**

- Stop working now.
- Would you stop writing, please?
- Put your pens/pencils down.
- I'm afraid I'll have to stop you now.
- Time is up. Stop writing.
- I think you've had long enough on this.
- I'm afraid it's time to stop.
- Would you finish off the sentence you are on.
- Monitors collect work of first ten/last ten/first row and bring it to staffroom.
- Put your pen down.
- Submit your notebook/book/sheet/file on my table.
- That is the end of test. Pens/pencils down please.  
Make sure you have written your name on the top/front/each page.
- Please hand your paper as you leave.
- No speaking until all the sheets/papers are collected.
- I'll come round and collect the test/papers/sheets.

## **Close your books**

- All of you close books, please.
- Turn your books over.
- Put your books face down.
- Put your books away now.
- I don't want to see any books open/on your desks.
- Close your books.
- Collect the readers in and put them away.
- Pass the sheets to the front (of each row).
- Don't forget to put/write your names on them.
- Could the first person in each row collect the books, please.
- It's time to pack up.
- Pack up your books.
- You may pack away now.
- Can someone collect all the sheets now.

## **Hand in your papers as you leave**

- Leave your essays/sheets/tests on the desk as you go out. Have you all handed in your tests?
- Is there anyone who hasn't returned the test?

## **Textbook Activity**

### **PART-2**

### **Reading**

#### **A. General expressions**

- Read the passage silently.
- Read the text to yourselves.
- Study the chapter on your own.
- Prepare the next three paragraphs.
- Have a look at the next section.
- Check the new vocabulary from the list at the back.
- If there any word you don't know, please ask.
- Familiarize yourselves with the text.
- Don't worry about any words you don't know, just ignore them.
- It's a good idea to read through the whole text first to get an idea about the content.
- What word from the question will probably be in the test.
- Read what it says at the top of the page first.
- Underline the important information in text.

#### **B. Let's read**

- Let's read the text aloud.
- I'll read it to you first.
- First of all, I'll read it to you.



- You start (reading), Karan.
- Kavita will begin.
- Start reading from line 6, Arti.
- Read the sentence aloud, Krishna.
- Now we'll read it again. Manoj, you can be Mr Brown.
- Anita, you read the part of Mrs. Brown this time.
- Let's read the conversation again with you Manu, read the part of Mr. Raju.
- Let's try it again, but this time with Versha as Mrs. Brown
- Read the first ten lines.
- Read as far as/down to the end of the chapter.
- Three lines each (starting with Pawan).
- Three sentences for each of you.
- Read one sentence each.
- Let's take turns.
- One after the other, please.
- Another sentence, please.
- Finish the sentence (off).
- Read to the end of line 5.
- Don't stop in the middle of the sentence.
- Stop there, please.
- That's enough, thank you.
- That will do (fine), thank you.
- Go on reading, Mukul.

- Read the next bit/section/paragraph, will you, Manoj.
- How do you pronounce, the word ...
- Next, please
- Next one, please
- You go on, Vikas.
- Someone else, please
- Years are read as two separate numbers  
1977 = nineteen seventy-seven  
1950 = nineteen fifty  
1902 = nineteen two  
1900 = nineteen hundred

### **C. Understanding**

- Do you understand everything?
- Is there anything you don't understand?
- Do you know the meaning of all the words?
- Are there any words you don't know the Hindi for?
- Are there any phrases you don't know the meaning of?
- Can I help you with any words or phrases?
- Are there any strange words or expressions?
- Is everything clear?
- Are there any questions on this text?
- Has anybody got anything to ask (about this text)?
- Is there anything else you would like to ask about?

- Are there any points you're not sure of?
- Are there any words you are unfamiliar with?
- Would you like anything to be explained?
- We'll look at some difficult points in this text.
- Let's have a look at some of the difficult points.
- Let's start with a look at the difficulties in this text.
- There are one or two difficult points we should look at.
- I'd like to point out some difficult constructions.
- Let's look at the passage in more detail.
- Perhaps we should have a detailed look at this again.
- This is a good opportunity to revise the past tense.
- Perhaps we can do some quick revision.

#### **D. Pause and Notice**

- Look at line 4 for a moment.
- If you look at line 4, you will notice that the adjective . . .
- In line 4 you can see the word 'best'
- Look at the first/last line of the first paragraph.
- Look at the end of the very first line.
- Second paragraph, first line, the word 'fast'
- A little further down, about two lines from the bottom...

- I'd like to draw your attention to the word 'drag' in line 26.
- It's worth noticing how the word 'sicken' is used in line 5.
- This means (more or less) the same as 'she left'.
- The meaning of this sentence is something like 'he didn't understand'.
- What is the difference between ... and ....
- How do we spell the word, ...
- You can guess.
- What does it mean?
- Are you sure?
- How can you say?
- Is it so? Look...
- Really it is.
- You have got the point.
- Can you say so?
- What can be then?
- Is it possible?
- Guess what?
- Think over it?
- You can refer to the dictionary.

# **Textbook Activity**

## **PART-3**

### **Writing**

#### **Some general expressions**

- Copy this down in your notebooks.
- Take this down in your exercise books.
- Put/take/get/write/copy that down.
- Make a note of this somewhere/in your books.
- Don't forget to write that down.
- Write it in the margin.
- Write it in the empty space at the top.
- Underline the new words.
- Jot this down somewhere so that you don't forget it.
- Write it in block letters.
- Write it in block/ capitals.
- Write it in capital letters.
- Write it neatly.
- Write it out legibly at home.
- Make sure I can read your handwriting.
- Rewrite it neatly.
- Your handwriting is illegible, Samridhi.
- Write out this exercise neatly in your notebooks.
- Finish/complete this exercise today.
- Do the exercise in pencil.

- Do the exercise in writing.
- Try it in ink.
- Rewrite it in ink.
- Use a pen/pencil.
- Has anybody got an extra pencil?
- Have you got a spare pen/pencil with/on you?
- Come out and sharpen your pencil.
- Has anybody got a pencil sharpener on him/her?
- Could you lend Vikas a pen or a pencil?
- We'll do the exercise orally.
- Let's try it aloud before you write it down.
- Today, try to write a speech on your own.
- Vaibhav, why are you not writing?
- Don't think much.
- Start writing whatever comes to your mind.
- Keep in mind the format.
- Krishan has written a letter.
- You have skipped the Salutation part.
- Where is the enclosure part in your letter.
- Today, let's practice 'articles'.
- Pay attention to your writing.
- Whatever you write should be properly readable.
- Pay attention to your spellings.
- Do write the correct form of the verbs.
- Fill in the suitable modals.



## Textbook Activity

### PART-4

#### Drawing

- Take out your colored pencils.
- Take out your crayons.
- Take out your drawing things.
- Have you all got your colored pencils with you?
- Let's draw some pictures.
- Let's do some drawing.
- Now we'll do some colouring.
- Colour the bus red
- Draw a circle/shape...
- Join these dots to complete the picture.
- Make a forward slanting/back slanting line/any geometric shape.
- For eyes make circle/oval.
- Start making features in face.
- For nose, we will make a small circle/inverted triangle.
- Try to insert waves.
- For outline, you can use colour.
- Make border first.
- Use scale for drawing a straight line.
- You can try making a circle by using a bangle/compass/ bottle cap...
- For water, use blue colour.

- Draw a right/left curve.
- Draw a bus and colour it red.
- Draw a cat and give it a black tail.
- Draw a house with a red door.
- Draw a dog. Now draw a black tail for it.
- Use crayons.
- Bring your own paint brushes.
- Ragini, please don't bother Ravi.
- Do your own drawing.
- Let Ravi use your colour tray.
- Who can draw sketch of Lord Ganesha.
- Wow! what a good painting Ritu has made.
- Radha make use of scale.
- Use pencil colours.
- You can make use of oil paints.
- Your drawing looks natural.
- You can do some modifications here.
- It looks nice.
- What colour fits here.
- See, how it should be.

## 6

### **Blackboard Activity**

**Encourage the use of English when referring to classroom materials. Notice that you write something up on the blackboard.**

#### **A. Come out to the white/green/black board**

- Come out to the board, please.
- Go to the board.
- Go up to the board.
- Come and stand by the board.
- You have already been out to the board.
- Who hasn't been out to board yet?
- Whose turn is it to write the sentence up?
- Come and write the word on the board.
- Come out and write that sentence on the board.
- Write that on the board.
- Write it here/there.
- Write it next to/above/below that word.
- Take a piece of chalk and write the sentence out.
- Here's a piece of chalk. Write it up on the board.
- Try and keep your writing straight/level.
- Come out , draw a cat on the board.
- Please write this down in your books.
- Write this out again at home.

- Write up these notes at home.
- Give away
- Don't worry, chalk dust/this kind of pen will wash right off.
- You have got chalk dust/pen on your fingers.
- Do you want to go to washroom and wash it off?
- You have got chalk dust on the back side of your skirt.
- Can someone help her brush it off?
- Can you pass the pen/chalk to the next person?
- Can anyone help Amir spell that word?
- Sorry can you write a little bit bigger?
- Students at the back can't see.
- Write a little bit lower/further/higher/to the right.
- Move out of the way so that everyone can see.
- Step aside so that the class can see what you have written.
- Move to one side so that we can all see.
- Push the board up a bit.
- You'll have to lower the board slightly.

## **B. Go and fetch some chalk from the office**

- The chalk/A piece of chalk/ The chalk is finished.
- I've run out of chalk.
- Go and see if there's any next door..
- Go and ask Mr Prasad for some (pieces of) chalk.

- Would you go and look for some chalk for me?
- Does anyone know where the chalk is kept?
- Do you know if there's any coloured chalk?
- I have lost the pen/pen cap/board rubber/duster.
- Did anyone see where I put it?
- There doesn't seem to be a chalk in class.
- Can anyone go and ask for it from adjacent class?

### **C. Look at the blackboard**

- Everybody look at the board, Please.
- Let's look at the sentences on the board.
- Look at the pattern on the board.
- Are the sentences on the board right?
- Are there any mistakes in the sentences on the board?
- Can you see anything wrong with the sentences?
- Is there anything wrong with sentence 5?
- Rub out the wrong word.
- Wipe out/off the last letter.
- Rub that off.
- Is there anything to correct in sentence 3?
- Okay, I'll write down the answers for exercise B on the board.
- Make correction in your book/notebook accordingly.



- I am only going to write the words I think are difficult, so please ask me if you have any other questions.
- Shout out any adjective you can think of.
- Is my writing big enough?
- Please tell me if the reflection on the board is a problem.
- I'll give you time to copy down later, so listen to me carefully.
- Okay I'll try to write in bigger font.
- Do you think closing the blinds/curtains could help?
- Can you see the board better when I turn this light off?

#### **D. Read from the board**

- Ankit , read out the sentences on the blackboard.
- Bhavana, read the first sentence.
- Let's all read the sentences from the board.
- We'll read them again, but this time all together.
- Look at the model/pattern on the board and ask questions.

#### **E. Copy from the white/black/green board**

- Copy this down from the board.
- I'll write up the correct answers on the board.



- I want you to copy the questions down in your notebooks.
- Copy this straight down into your notebooks.
- Make a note of the last two sentences.
- Try to note/jot down the new words as we go along.
- Has everyone finished copying from board?
- Have you finished with this part?
- Copy faster, I need to erase this section.
- No need to copy everything from board, just copy what you feel important/necessary.
- The parts which I have underlined/circled are important.
- Copy down these words carefully.
- There is no need to copy this down, it's all there in your books.

## **F. Clean the Board**

- Whose turn is it to clean the board?
- Who is the monitor?
- We can wipe off this last exercise now.
- Use the duster/sponge.
- Wet the sponge under the tap.
- You can wipe this line off.
- You can leave that exercise up.
- Leave the answers on the board.

- There's no need to rub that exercise off.
- Is it visible to all?
- Rahul, why aren't you writing.
- Neha, come and clean the board.
- Shruti, write the name of fruits on the board.
- Be seated, please.
- Wipe off/rub off/erase the board.
- Erase/leave this section/that section/top half/  
bottom half/right half/left half ...

**The expressions above are a great source of new vocabulary.**

## 7

### **Suggesting and Persuading**

**Some commonly used expressions are**

- How about another song, children?
- What about trying it once more?
- How about Shashi coming out and trying?
- What about you reading, Shailesh?
- How about that one, Lakshni?
- OK, the next one. How about you, Geeta?
- What if we leave this exercise until next time?
- What if you finish this off at home?
- What if we change(d) the word order?
- What if you start(ed) with ‘Yesterday’?
- What if you (were to) put the verb at the end?
- Let’s start now.
- Let’s finish this off next time.
- I think we ought to revise these points.
- I think you should concentrate on number 3.
- Number 6 can be left out, don’t you think?
- We can finish this next time, don’t you think?
- Perhaps you ought to translate this paragraph.
- You could check the vocabulary at the back perhaps.
- You may sit down now.
- You can leave question 8 out.

- Why don't you...
- I'd recommend ...
- You needn't do the first three.
- Let's not waste any more time.
- Don't bother with number 10.
- There's no need to translate everything.
- There's no need to do number 5.
- It might be a good idea to try this one again.
- It would be a good idea for you to write this down.
- It wouldn't be a bad idea if you do this at home.
- It mightn't be a bad idea to try this once again.
- Please practice computers.
- Bring your HW copies daily.
- Please accompany me to the post office.
- Will you please teach me how to use excel sheet.
- Come on, let's go to a movie.

Encourage students to use such expressions in their day to day conversations. They would love to do it.

## 8

### Feedback on Homework

Instead of just ‘good’ (positive feedback) and ‘not very good’ (negative feedback) here are some more expressions you can use from the start when praising or correcting students’ work.

#### A. Some positive Expressions

- Good job!
- Brilliant
- Good work!
- Appreciate your efforts
- Creative
- Splendid
- Terrific
- Outstanding
- Remarkable
- Exceptional
- Exemplary
- Fantastic
- A splendid job
- Clear and concise
- Great going
- Neat work
- Wow!

- Superb
- Marvelous
- I like it!
- Great stuff!
- That's it!
- Well done!
- Very good!
- You amaze me!
- Your efforts paid off/are visible
- Today, I'm happy with you
- Magnificent!
- Yes!
- Right!
- Fine
- Very good
- That's very good.
- Yes, you've got it.
- Fantastic!
- Very fine
- That's nice.
- I like that.
- You did a great job.
- Terrific!
- Wow!
- That's correct.
- Quite right
- That's right.



- That's quite right.
- It depends.
- That's much better.
- In a way, perhaps
- You've improved a lot.
- Sort of, yes
- That's more like it.
- It might be, I suppose.
- That's a lot better.
- You're on the right lines.
- There's no hurry.
- Have a guess.
- That's almost it.
- You're halfway there.
- You've almost got it.
- You were almost right.
- There's no need to rush.
- We have plenty of time

### **B. Some Negative Expression:**

A nicer way of giving negative feedback instead of saying 'That's Wrong' is:

- Unfortunately not
- Today I'm not very happy with you.
- I'm afraid that's not quite right.
- Not quite right. Try again.

- Good try, but not quite right.
- You can't say that, I'm afraid.
- You can't use that word here.
- Have another try.
- That is almost it
- Not really.
- Not exactly

A negative but constructive feedback needs to be polite and collaborative.

### **C. Some Encouraging Feedbacks**

- Can work better in group?
- Consistent improvement
- Keep up the good work.
- You are doing well.
- I'm impressed.
- You've improved a lot.
- Good effort
- Better than before
- Can do much better
- Never give up!
- You are on right track.
- Nice examples, that's the way to write better.
- Way to go

- That's more like it.
- I love it.
- I'm very proud of you.
- You are getting better every day.
- Nothing can stop you now.
- One more time and you'll have it.
- Give it another try.
- There's no hurry. Keep doing.
- We have plenty of time left.
- Have another try.
- Here is what I need you to improve.
- This is really creative. Let's look if we can fine tune...
- Really I believe in you. You can do it.
- Don't give up so fast.
- You have made it this far. Now don't stepback.
- You are improving a lot.

**An effective feedback brings desirable change and should improve bond between teacher and student.**

## 9

### End of a Lesson

A number of instructions can be used at the end of a lesson.

#### A. General expression

- That's all for today.
- That'll do for today's lesson.
- Notice the use of future tense ...
- We'll stop now.
- We've finished for today.

**Notice the English preference for saying 'I don't think':**

- I don't think there is anything else in this lesson.
- I don't think you've had this word before.
- We will practice that one more time next week.
- Today's lesson was a hard work so we will do something a little easier in the next class.
- It's been mainly grammar today, so next class we will do more...
- I was pleasantly surprised how ease you all found that.
- I'll think of something more difficult for next class.
- Oh yes! You are right, there is a holiday.
- I'll see you on Monday

- Please apologize for being so late.
- We have finished the lesson/course/book, so next class we will take revision.
- I'm on holiday next week, so there will be cover teacher/another teacher.
- Right I think we have no more problems with passive voice/fractions now. Next class we will move on to next chapter/topic.
- We have run out of time. So we will continue it in next class.
- You have done really well today.
- It's break time.
- Let's go through what we have studied today.
- We didn't have time for the role plays/free speaking activity/to go through the homework, so we'll do that in next class.
- Do you feel more confident after taking test?
- Did you have fun today.
- What was your favourite part in today's lesson.
- Do you want to play/take another quiz next time?
- Do you need any more practice of the topic?
- We will do rest part in next class.
- Do you want to get home to watch the big match/IPL?

## **B. Not time to stop**

- It isn't time to finish yet.
- The bell hasn't gone yet.
- There are still two minutes to go.
- We still have a couple of minutes left.
- There's another five minutes yet.
- This lesson isn't supposed to finish until five past.
- Your watch must be fast.

## **C. Some time left**

- We have five minutes left.
- We seem to have finished a few minutes early.
- My watch must be slow.
- We have an extra five minutes.
- It seems we have two or three minutes in hand/to spare.
- There isn't any point (in) starting a new exercise.
- There's no point (in) beginning anything else this time.
- Sit quietly until the bell goes.
- Carry on with the exercise for the rest of the lesson.

## **D. Time to Stop**

- It's ten to ten. We'll have to stop now.



- It's almost time to stop.
- I'm afraid it's time to finish now.
- I make it almost time. We'll have to stop here.
- Is that the bell I hear?
- The other class is waiting to get in, so we'd better make a move.
- I make it just gone five past. We'll have to finish there.
- There's the bell, so we must stop working now.
- That's the bell. It's time to stop.
- All right! That's all for today, thank you.
- Right! You can put your things away and go.
- That will do for today. You can go now.

### **E. Wait a minute**

- Hang on a moment.
- Just hold on a minute.
- Stay where you are for a moment.
- Just a moment, please.
- One more thing before you go.
- Don't go rushing off. I have something to tell/say to you.
- Back to your places!
- We'll finish this next time.
- I don't think we've got time to finish this now.

- We'll do/read/look at the rest of this chapter on Thursday.
- We'll finish off this exercise in the next lesson.
- We've run out of time, but we'll go on with this exercise next time.
- We'll continue (with) this chapter next Monday.
- We'll continue working on this chapter next time.

## **F. Some additional phrases**

- Please re-read this chapter for Friday's lesson.
- Revise what we did today and then try exercise 4.
- Go through this section again on your own at home.
- This was your homework from last time.
- You were supposed to do this exercise for homework.
- Which question are you on?
- How far have you gone?
- Where are you up to?
- When I say 'goodbye everyone', you have to say 'good bye teacher'.
- When I say 'you can go now', you have to say 'thank you, teacher'.
- Let's practice a couple of times, goodbye every one.

- Please don't make any noise in the corridor as others are taking test/classes.
- Line up next to the door.
- Get into a queue.
- It's cold out there!
- I didn't notice your new shoes because you were sitting down.

### **G. Setting homework**

- This is your homework.
- This chapter/lesson/page/exercise is your homework.
- This is your homework for tonight/today/next time.
- For your homework, would you do exercise 10 on page 23?
- Prepare the last two chapters for Monday.
- Prepare as far as/down to/up to page 175.
- Your homework for tonight is to prepare chapter 17.
- I'm not going to set (you) any homework this time.
- Finish this off at home.
- Finish off the exercise at home.
- Do the rest of the exercise as your homework for tonight.
- You will have to/must read the last paragraph at home.

- Complete this exercise at home.
- I'm going to give you one more chance to do the homework from the last chapter, so anyone who's already done can enjoy their free time.
- I think we all need some more practice, so for homework solve the exercise 2.
- If anyone needs extra practice ,I suggest doing exercise...
- As you have a holiday, I am going to give you a bit more homework today than usual.
- I told you about your homework earlier and it is...
- This homework is long/difficult, so I'll give you till this time next week to finish it.
- Finish the question you're (working) on at the moment, and do the rest at home.

## **H. Announcement of test**

- There will be a test on this next Wednesday.
- I shall give you a test on these lessons/chapters sometime next week.
- Learn the vocabulary because I shall be giving you a test on it in the next lesson.
- You can expect a test on this in the near future.
- Please revise lessons 9 and 10. There will be a test on them very soon.
- You did well on test.
- You failed this test.

- You, Sita, passed the test with flying colours.
- After this test I must say, ‘You are back on track now’

### **I. Reminder for home work**

- Don’t forget about your homework!
- Remember your homework.
- Please pick up a copy of the exercise as you leave.
- Remember to take a sheet as you leave.
- Collect a copy of your homework from my desk.
- Note down what you have to do before the next lesson.
- Prepare the next chapter before Tuesday.
- There is no homework today.

**Before your students leave make them ready for their next class and leave them with a positive message.**

# 10

## Valedictions

### A. Goodbye

- Goodbye, boys and girls
- Bye-bye, children
- Goodbye, everyone
- Bye now, Manish

### B. See you again

- See you again on Tuesday.
- I'll see you (all) again next Wednesday.
- See you tomorrow afternoon again.
- I'll be seeing some of you again after the break.
- I'll see you all again after Christmas/next year/in 2022.

### C. Weekend wishes

- Have a nice weekend.
- Have a good holiday/Christmas/Diwali.
- Enjoy your holiday.
- Don't work too hard.
- Enjoy your spare time.



- Have fun.
- I hope you all have a nice vacation.
- What are your plans for the vacation/ weekend/ holiday/Sunday...?

#### **D. Miscellaneous expressions**

- Tomorrow we'll meet in room 14.
- I'll see you in room 7 after the break.
- Wait outside the language laboratory for me.
- There's been a change of room for next week.
- We'll be meeting in room 19 instead.
- Which period do we have English on Friday?
- The 4th period has been cancelled next Tuesday so there won't be an English lesson.
- I won't be here next week.
- Ms Sharma will take/be taking you instead.
- Go and join class 6B for your English lesson.
- I'll leave him/her some work to give you.
- This was my last lesson with you.
- Unique ways to say good bye- give a high five/smile/thumbs up/small dance move etc
- **We can also end a younger class by singing a song-**  
See you later, alligator  
In a while, crocodile  
Out of the door, dinosaur

Chop chop, lollipop  
See you soon, baboon  
Take care, polar bear  
Give a hug, ladybug  
In an hour, sunflower  
May be two, kangaroo  
Better swish, jellyfish  
Chow chow, brown cow  
Better shake, rattlesnake  
Bye bye, butterfly  
Gottago, buffalo  
Let's jam, sam  
Blow a kiss, goldfish  
Be sweet, parakeet

- Some more poems/songs to say good bye- happy trails to you, It's been so good to know you etc.

**Students would love to learn such expressions and would be eager to use them in their day to day interactions with all so every effort should be made to conduct the language class using the target language extensively.**

# 11

## Classroom Management

### Lunch Break

Here are some phrases that can be used for classroom management during lunch break.

#### A. Clearing the class

- Will you please go out?
- Everybody go outside!
- All of you get outside now!
- Hurry up and get out!
- Leave the class immediately.
- Clear the class right now!
- Go out quietly.
- Not so much noise, please
- Quietly!
- Ssshhh!
- Try not to make any noise as you leave.
- No noises as you leave. Other classes are still going on.
- Queue up by the door.
- Get into queue.
- Form/make a queue and wait until the bell goes.

- Go and join the queue at the back.
- Wash your hands before you go.
- Come and wash your hands before you have lunch.
- Have you all washed your hands?
- Open the window.
- Let's have some fresh air.
- It's very stuffy in here.
- Let in some fresh air for the next class.

## **B. Interaction with staff members**

### **(a) Asking questions**

- Have you brought your lunch?
- What did you have at lunch today?
- What did you eat?
- Will you sit with me during break?
- What do you think of the school's cafeteria food?
- The sandwiches barely have any flavor!
- I forgot my lunch.
- Can you share with me?
- How do you come to school?
- I come in the school bus.
- What about you?
- I find history very difficult.
- I can't remember so many dates!
- What's your favorite subject?

- Have you read this book?
- Did you watch the new movie?
- Do you have any thoughts on ...(topic)?
- Would someone like to add to what Priyanshi said?
- Are you facing any problems with...?
- Do you need any help with this?

### **(b)Some replies**

- Yes. My mother prepared my favorite ‘dosa’ this morning.
- I had two ‘Aloo Parantha’ and an apple.
- I had vegetable sandwiches’.
- Yes, sure!
- I don’t like it much.
- Yes, of course
- Me too.
- I come by bus.
- Oh Yes, but I didn’t enjoy it much.
- Yes, I borrowed it from the library and enjoyed it.
- Mine is English
- I agree/disagree with your view point
- In my opinion...
- I believe...
- I think...
- Thank you, it makes my day to hear that
- Thank you, I really appreciate you taking the time to express that.
- Thank you for noticing...

## 12

### Asking Questions

**Question-asking takes up a large proportion of the teacher's time. We have tried to categorize the questions into groups for easier access**

#### Asking about

##### A. Date

- What is the date today?
- What date is it today?
- What's today's date?
- What day is it?
- What month is it?
- What year is it?
- What's the date after Thursday?
- What was the date on last Wednesday?
- What day is the 15th?
- Is the 19th a Friday or a Saturday?
- What month follows/comes after June?
- What is the day before Tuesday called?
- Name the seven days of the week.
- Which is the fifth day of the week.



## **B. Time**

- What time is it?
- What's the time?
- What time do you make it?
- Have you got the right time?
- Do you have a watch?

**Note: 'What time do you make it?' is colloquial and frequent. Suitable replies might be:**

- I make it ten to seven.
- I make the time five past two.
- What time does the lunch/period start?
- Excuse me, When does the bus leave?
- What time does the prayer start?

## **C. Weather**

- What is the weather today?
- Is it cold or hot?
- What is the forecast for next week?
- What temperature is it now?
- How many degrees below is it?
- Do you think it will rain today?
- What season is it?
- Is it raining/snowing/sleeting/hailing/thundering?

- What about sitting outside?
- Should I take umbrella?
- The day is so bright!
- Do you have rain?

#### **D. Identity**

- Who are you?
- What is your name?
- How do you spell it?
- What is your nick name?
- Where do you live?
- What is your address?
- Which part of land are you from?
- Where are you from?
- Where do you come from?
- Whereabouts in Suratgarh do you live?
- How old are you?
- Have you any brothers or sisters?
- What are their names?
- Which school do you go to?
- Who is your class teacher?
- Who is your teacher of English?

#### **E. Interests and hobbies**

- What are you interested in?

- Have you got any hobbies?
- What do you do in your spare time?
- Do you play ice-hockey/baseball/ football/ basketball/volleyball?
- Do you read a lot?
- Do you watch TV?
- How do you study?
- Do you go to cinema?
- What do you do at weekends?
- How do you spend your evenings?
- Are you a member of any clubs?
- What do you usually do on Fridays?
- Have you ever been to Nepal?
- Where did you spend your summer holidays?
- What did you get for Diwali?
- What do you hope to become?
- Have you any plans for the summer/the future?
- Have you ever been to Delhi?
- What online apps/software/website do you use for studying?

## **F. Opinion**

- What did you think of it?
- How did you like it?
- How did you find it?
- Do you think it was worth going?

- What was your impression of it?
- What was your opinion of the film?
- Was it to your liking?
- Did you enjoy it?
- Did you find it boring?
- Which parts did you like most?
- Was there anything you didn't like about the story?

### **G. Preference**

- Which one did you like better?
- Did you prefer this to the last chapter?
- Did you like this more/better than last time?
- If you had to choose, which would you take?
- What did you enjoy most of all?
- Which of the three did you prefer most?
- Would you rather go to Mumbai (or stay at home)?
- Would you rather read than listen to music?
- Who is your favorite actor/poet/singer?
- Do you prefer grammar to literature?

### **H. Time**

- (In) which year were you born?
- (In) which month are they leaving?

- (On) which date does it start?
- (At) what time do we arrive?
- How often does he play football?
- How many times (a week) do they play?
- Since when has he been smoking?
- For how long have you been waiting here?

## **I. Place**

- Where does he work in Bikaner?
- Where are you going?
- Where are you coming from?
- To which part of Rajasthan does he belong?
- How far is the nearest station?
- Which way did the man go?
- In which direction are they going?
- Can you tell me where he plays tennis?
- Pardon me, I'm lost. How do I get to ...(place)?
- Could you direct me to...
- Which way do I go to ...
- Is this the right way for...
- Is there a bank/hospital/school/book store in Jasrasar?

## **J. Manner**

- In what way does this help?

- To what extent was he right?
- Under what circumstances would you do it?

### **K. Age**

- How old is Suresh? / What's the age of Suresh?

*Some the replies*

Suresh is five (years old).

Suresh is five years of age.

**But not:** ~~Suresh is five years.~~

### **L. Event**

- Who opened the door?
- What did Jaya open?
- What did Jaya do?
- What happened?
- What is happening in picture?
- What happens on Monday?
- The boys play football on Monday.

### **M. Yes –No questions**

#### **Some examples**

*Question1:* Is John British?

*Answer:*

- Yes



- Yes, he is
- Yes, he's British
- Yes, John is British.

**Question 2:** Is Prem Prakash British?

**Answer:** No

- No, he isn't
- No, he's not
- No, he isn't British
- No, he's not British
- No, Indian
  - No, he's Indian
  - No, he isn't British; he's Indian
  - No, he's Indian, not British

Yes-No' questions may also be answered using  
May be/I don't know/I can't **remember etc.**

## N. 'Or' Questions

'Or' questions can take any of the following forms:

- Is Priya eighteen or nineteen?
- Does she take cream or milk in her coffee?
- Do you watch TV or play cricket at weekends?
- Did Mukesh or Babita buy the book?
- Did Mukesh buy the book or (did) Babita?

- Does she take cream in her coffee or does she take milk?
- How old is Priya, eighteen or nineteen?
- What does she take coffee, cream or milk?
- What do you do at weekends, watch TV or play cricket?
- Who bought the book, Mukesh or Babita?

### **O. Some miscellaneous questions**

- What's the past tense of 'go'?
- What's the answer to number 3?
- What is Poonam doing in picture 1?
- When does Ram go to work?
- What is the number of Gopal?
- Where does Anand live?
- When is Jagan leaving?
- What can Babita do?
- What is Babita? (profession or rank)
- She's a teacher /doctor etc.
- Why can't he play football?
- What haven't the boys done yet?
- What do you think?
- What do you think of the song?
- Who is your favorite singer?
- How are you today, Anil?
- What is the date today?

- How old is Priya?
- What does she take in her evening snacks?
- Who bought the book?
- Is this wrong?
- Has everybody got a/the book?
- Are you ready?
- Can you all see?
- Do you have any brothers or sisters?
- Do you agree with Urmila?

**The list is by no means exhaustive and do not necessary fall always in that group. The categorization is done only for convenience.**

# 13

## Zero Period

### A. Organizing activities in classroom

- Today will make some posters.
- Sit on the carpet in a circle.
- Make a bigger circle.
- Leave enough space in the centre of the carpet.
- Make a smaller circle.
- Make groups of two.
- Make groups of four.
- Make two teams.
- Don't all crowd together.
- Make space for the sheet on the carpet.
- Amit, you shouldn't take Radhika's place.
- Please leave some space for me to move around.
- Has everyone got a sheet of paper?
- Make use of crayons and coloured pencils.
- There's a rubber on the floor.
- Put your textbooks in your schoolbags.
- Do you need textbook?
- Oh! You are drawing the image from the textbook!  
Great!
- We will stick the top three posters on the wall.
- Is your group's posters ready, Vaishali?

- Clean your paintbrushes.
- Nitin, Mukesh help Karan to stick this poster on the wall.
- Pass the glue, please.
- Radha, please cut them.
- Go back to your own place

## **B. Making small talks in between**

- How do you come to school?
- I come by bus.
- I come in the school bus.
- What about you?
- I find history very difficult.
- Me too
- I can't remember so many dates!
- What's your favorite subject?
- Mine is English and yours?
- Have you read this book?
- Yes, I borrowed it from the library and enjoyed it.
- Did you watch the new movie?
- Oh, the last Star Wars one?
- I did, but I didn't enjoy it much.

## **C. In the playground**

- Let's go to the playground.
- Make a line.
- Stand in line in twos.
- Come forward one place in the line.
- Go forwards.
- Go to the left.
- Go to the right.
- Proceed in order.
- Go back one place in the line.
- Go backwards.
- Let's go to the gym.
- Let's go outside.
- The basketball court
- The football pitch
- The water fountain
- A bench
- Make two groups.
- Stand in the middle.
- Don't cross the line.
- Stay behind the line.
- Get into line.
- You're in! You're out!
- Don't cheat!
- It's not fair!
- It's your turn. It's my turn.



- Sit on the ground.
- Stand side by side.
- Stand face to face.
- Stand back to back.
- Skip!
- Hop! Jump!
- Turn around!
- Take two small steps. Take two giant steps.
- Walk like an Egyptian!
- Shake your arms!
- Wiggle your fingers/toes/bottom!
- Tickle your tummy!
- Pull your ears!
- Nod your head!
- Sit down! Stand up!
- Cross your arms.
- Lie on the mat, sit cross-legged on the floor.
- Kneel on the floor.
- Make a circle.
- Hold hands.
- Wink your eye!
- Snap your fingers!
- Stamp your feet!
- Working co-operatively is a great way of making
- In a natural way
- The board
- A square

- A counter
- Roll the dice!
- Go forward/back two squares!
- Miss a turn!
- Take a card!
- It's your turn again.
- Here you are!
- Good luck!
- Better luck next time!
- Cheat!
- We won!
- A pack of cards
- Shuffle the cards! Deal out the cards!
- Turn over a card! Put the card face down/up! Snap!
- Me! It's my turn.
- Prashant is cheating! Stop cheating!

#### **D. Preparation for annual function**

- Those who want to participate in annual function, raise your hands.
- My God! All of you.
- That's great.
- Please give your names to your class monitor.
- Also mention the activity you want to participate in.
- Alisha, you want to give song performance.

- In group song we can have maximum up to ten participants.
- Number of participants in the group song should not exceed ten.
- Number of participants for group dance should not be more than six.
- Who will do the anchoring this time?
- Let's practice the song, first.
- The first/second verse
- The first/last line
- Listen carefully.
- Listen first and then sing.
- Everybody join in.
- Everybody together.
- The chorus
- Just the boys!
- Just the girls!
- Do the actions!
- Let me see your dance steps if you are ready
- Start
- Pay Attention to the Music.
- Let the steps come naturally.
- You will have to work on your facial expressions, Aruna.
- Practice in front of a mirror.
- Good, let do it – one, two, three, four, five, six, seven, eight awesome!

- Body come up and then drops, up drop up drop
- Very good
- Listen to the music.
- So right together, left together, right together left

### **E. Parent teacher conversation**

- Hello sir, how are you?
- I am fine. What about you?
- I am fine sir.
- Yes, please tell me.
- Actually, I wanted to know about the progress of my child.
- Shashank is doing well in all the subjects except mathematics.
- But mathematics is the subject he practices a lot.
- He needs more attention on that.
- Sure, we will focus on him but I want that more attention should be given to him in his class that he can score good grades.
- Don't worry. I had a word with the mathematics teacher and I discuss his problem with him.
- Thank you so much.
- Please don't mention that.
- I have one more request, if you could please update me with this progress in the last month.

- Sure, you can have a word with me anytime or we can also fix a meeting.
- Sure
- Don't worry, he is under our guidance and we will take right care of him.
- Thank you, sir.
- Hello ma'am/ sir, I am Kanhaiya, Nikki's father.
- Hello ma'am /sir, please have a seat.
- How is she doing in her studies?
- She is good in all the subjects but her handwriting is very bad.
- Yes Ma'am I know that. Even I am also worried about her handwriting.
- You should give some attention to her handwriting.
- Ma'am please gives me some suggestions to improve her handwriting.
- She must practice handwriting at home at least two pages daily.
- Ok ma'am, thank you for your suggestion. I will make sure that she practices two pages handwriting daily.
- Nowadays, she is also not regular in the school.
- Actually ma'am, her health is not good these days. She gets fever very frequently.
- Please, take her to the doctor and take care of your health.
- When will the examinations commence/start?

- It will start from 28<sup>th</sup> May.
- Ok ma'am, thank you.
- Ok, no problem. Take care of her and please give attention to her handwriting.
- Mukesh is doing well in all subjects except English.
- I saw you marks it's really worrisome for me.
- Yes it is.
- Sir, one of my younger brothers is an English teacher he often visits our home I have asked him to help Mukesh.
- Yes it's really needed. Half-yearly exams are round the corner too.
- I know sir. This is what I am worried about.
- Rest everything is fine. He is sincere and vibrant in class throughout the day. In fact he is the best in sports activities in the class.
- You just focus on English.
- Yes sir. I make him join tuition somewhere.
- That would be great.



## 14

### Spontaneous Situation

Here are some common situations in which English can be used spontaneously.

#### A. Seasonal/ occasional

- Happy birthday!
- Happy returns of the day, Rekha.
- Rajesh has birthday today.
- Nitin is of eleven today. Let's sing 'Happy Birthday'.
- Merry Christmas!
- I hope you all have a good Christmas.
- Happy New Year!
- All the best for the New Year.
- Happy Diwali.
- Happy Holi
- God bless you!
- Have a nice weekend.
- Thanks for your help.
- Congratulations!
- Well done!
- Better luck next time.
- Do you feel better today?
- Are you better now?

- Have you been ill?
- What was the matter?
- I'll be back in a moment.
- Good luck!
- Best of luck.
- I hope you win/get through/pass
- Hard luck! Never mind!
- Remember me to your brother
- Give my regards/best wishes to your sister
- Say hello to your father for me

## **B. Apologies**

- Sorry
- I'm very/terribly/awfully sorry (about that).
- Sorry about that.
- Sorry, that was my fault.
- I am sorry.
- Forgive me.
- I beg your pardon.
- Accept my apology.

## **Excuse me for a moment**

- I'll be back in a moment.
- Carry on with that exercise while I'm away.
- Would you excuse me for a while/moment?

- I've just got to go next door for a moment.
- Give me a second to ...
- I need a minute to ...
- Just for a moment
- May I have a moment?
- Bear me for a moment.
- Excuse me for a second.

### **Excuse me**

- You're in my way.
- You're blocking the gangway.
- I'm afraid I'm not feeling very well today.
- I'm afraid I can't speak any louder.
- I seem to be losing my voice.
- I have a sore throat.
- I have (a bit of) a headache.
- I'm feeling a bit under the weather.
- Do you mind if I sit down?
- If you don't mind, I'll sit here.
- I'm sorry, I didn't notice it
- I must have overlooked it

### **C. Appropriate replies for thank you/apology**

- That's all right.
- Not at all

- Don't mention it.
- Think nothing of it.
- No problem
- My pleasure
- Anytime
- Sure!
- Glad to help
- It was my duty.
- No worries
- It was least I could do.
- No big deal
- Your compliment made my day.
- I know you'd do the same for me.

#### **D. Thanks giving**

- Thank you
- Thank you very much
- Thanks a lot
- Thanks for your help
- Thank you for cleaning the blackboard.
- It was very kind of you to help. Thank you.
- I really do appreciate your help.
- Please accept my deepest thanks.
- I appreciate your guidance/time/help/consideration.
- Many thanks for giving me this opportunity.
- You have my blessings.

- I very much appreciate your help.
- Thank you for speaking with me.
- Your insights were truly helpful.
- I wanted to express my personal gratitude for...

### **E. Stopping from doing something**

- Stop doing that, or else...
- Be quiet or else you can go and sit on your own.
- If you don't be quiet, I'll send you out.
- One more word and you can stay behind after school.
- This is the last time I'm warning you.
- Look! I've just about had enough from you.
- I won't tell you again. Next time it's the headmaster for you.
- Don't push your luck with me.
- You're heading the right way for trouble.
- Once more and you've had it.

### **Here you are.**

- There you are.
- This is for you, Manoj.
- And here's one for you, Ram.
- Take it. It's for you.
- Mind you don't slip!

- Never mind about the tense
- You haven't got a book? Well, never mind.
- You will be in detention next week.
- You can stay behind after school next week.
- I'll send you to see the headmaster.
- You can go and stand outside for a while.
- Come and see me after the lesson.
- I want to see you outside the teachers' room at 11.
- Be careful! don't drop that.
- Mind you! don't hurt your head.
- Mind the step.
- Watch yourself, don't trip over the cable.
- Watch your step.
- Are you well?
- Are you all right?
- How are you feeling?
- Long time to see
- How long has it been?
- Must be tough
- How are you holding up?
- How was your day?
- What was the highlight of your day so far?
- How's everything coming together?
- What's the latest buzz in your life?
- What are you up to?
- How are things?
- How is it going?



- What's going on?
- What's good in the hood?
- Anything interesting happening in your life?
- What's new?
- How long has it been?

Usage of English in spontaneous situations is a great source of input and a wonderful way to make the children talk and use the language naturally.

# 15

## Written Correspondence

### PART-1

#### Notice

**Notice contains a formal announcement or information; its tone is formal. It is brief and to the point.**

#### A. Starting

- All students are hereby informed ...
- Members of the club are hereby informed ...
- Have found/lost a ...
- Residents are hereby informed...
- It has been seen...
- It becomes quite difficult.
- Those interested in ...
- Our school/ institution is organizing...
- Students/members are hereby invited ...
- Our school/ organization has decided ...
- Our school/ organization is celebrating ...
- Our school/group has planned ...
- Students are hereby informed to submit their fees by...
- Please submit your ...

- Those interested to participate ...
- Students are hereby invited to watch the show ...
- Interested students are hereby informed to ...
- Students are hereby informed to assemble ...
- The student council/ school / organization has decided to ...

## **B. Main Message**

- The event will start...
- A special attraction of book exhibition/science fair is...
- Residents are advised to...
- The entry fee for...
- The different categories of programme include...
- You are reminded that...
- Anyone who finds it...
- All the students are hereby requested to be present at ...
- Students are advised to visit ...
- Anyone who finds it is requested to return...
- All interested volunteers are...
- The aim of the show is to depict ...
- Students in need of...
- Interested students/members are...
- Students are instructed to reach in time.

### **C. Concluding expressions**

- Students may please contact ...
- Please ensure that ...
- Please contact the undersigned ...
- We regret the inconvenience caused.
- For more information, please contact ...
- Contact Mr. Rakesh for details.
- The owner of the bag/watch shall contact with identifying details.
- For details contact your respective class teachers.

## **PART-2**

### **Application**

Formal application is written in an orderly and traditional language and follows a specific format.

#### **A. Salutation**

- Dear sir/madam
- Respected sir/madam
- Dear Mr / Ms (surname)
- Respected Mr/Ms (surname)

#### **B. Starting**

- With reference to your intimation ...
- This is to bring to your kind notice ...
- This is to inform you ...
- I wish to state that ...
- I want to draw your attention ...
- I am writing on behalf of ...
- Would you be kind enough ...
- I would appreciate if you could ...
- I would like to request ...
- I was wondering if you could ...
- Please accept our sincere apologies ...
- We are extremely sorry for any inconvenience caused.

- We apologize for any inconvenience caused .
- I'd like to complain about ...
- I'd like to bring to your notice...
- I am writing to express my dissatisfaction ...
- I find it most disappointing that ...
- Looking forward to hearing from you.
- Kindly grand me ...
- Therefore, it is requested ...
- Please feel free to contact if you have any doubts.

### **C. Closing**

- Thanking you in anticipation
- Thank you for your consideration
- Respectfully
- Most sincerely
- Kind regards
- Yours truly
- Sincerely yours
- Much obliged
- Yours sincerely
- Yours faithfully
- Warm regards
- Best regards
- Warmest regards



## **D. Enclosures**

- Kindly find attached....
- I have attached...
- I am sharing.....with you ...
- Please have a look at the attached ...
- Please review the attached...
- Kindly check the attached...

## **E. Some more phrases in written correspondence**

- With reference to your letter enquiring about ...
- I wish to inform /remind you ...
- We are delighted to inform you ...
- We are pleased to have you.
- With reference to letter no. ...
- We acknowledge the receipt of your letter dated ...
- With reference to our telephonic conversation ...
- We regret to inform you ...
- Please accept our apology for any inconvenience caused.
- Will you kindly balance your account ...
- Kindly give the matter your immediate attention.
- Any information you shall send will be confidential.
- Please look into the matter.
- We greatly appreciate your cooperation.
- Our circumstances do not allow us to wait ...

- Kindly find attached here with ...
- We are sending here with ...
- Enclosure are attached ...
- We hope matter will be treated as urgent.
- We would be grateful if you could spare few minutes.
- Please find enclosed ...
- Please find attached ...

## **F. Formal words used in correspondence**

- Let – Allow
- Call off – Cancel
- Right – Correct
- Expect – Anticipate
- Seem – Appear
- Stop – Cease
- Kids – Children
- Pickup – Collect
- Think of – Conceive
- Build – Construct
- Want/hope – Desire
- Hurt – Harm
- Lack – Deficiency
- Show – Demonstrate
- Throw away – Discard
- Give out – Distribute
- Remove – Eliminate
- Imagine – Envisage
- Avoid – Evade

- Go through – Examine
- Ease – Facilitate
- Go away – leave
- Look into – Investigate
- Ask – Enquire
- Book – Reserve
- Check/find – Verify
- Sorry – Apologize
- Help – Assist
- Need – Request
- Start/begin – commence
- End – Terminate/Finish
- Tell – Inform
- Wait for – Await
- Deal with – Handle
- Use – Consume
- Go – Depart
- Come – Arrive
- Tough – difficult
- Old – Elderly
- Afraid – Fearful
- But – However
- Wrong – Incorrect
- In the end – Finally
- Explain – Disclose
- Lucky – Fortunate
- At first – Initially
- Okay, ok – Acceptable

## **Part-3**

### **Writing Formal Letters/e-mails**

Some expressions/ phrases

#### **A. Salutation**

- Dear Sir/Madam,
- Dear Mr/Mrs(surname)

#### **B. Starting**

- We are/I am writing you with reference to our telephonic conversation yesterday/today (about) ...
- Thank you for your email regarding...
- I am writing on behalf of...
- I am writing to draw your attention to...
- I /We wish to remind you that...
- We acknowledge the receipt of your letter dated 24 July ...
- With reference to your letter inquiring about...
- I am writing this letter to request the cancellation/ renewal of...
- I am writing this letter to complain about ...

## C. Reasons for writing

### Apologies

- Please accept our/my sincere/deepest apologies for...
- We apologise for the inconvenience caused.
- Please accept this as my formal apology for...
- Please allow me to apologize for...
- I would like to express my deep regrets for...
- I would like to apologize on behalf of ...
- I apologize for my failure to...
- I'm particularly sorry for...

### Requesting

- I would be grateful if you could spare me a few minutes.
- I would be grateful if you could send me...
- I would be most grateful if you could provide me...
- I would appreciate if you could...
- I would be most grateful if you would...
- Could you please change our address?
- Could you send me the updated file when you have a chance?
- Could you therefore...?

- Would it be possible to send me more information about...?
- Would it be possible for you to share with me the link for the presentation?
- Would it be possible to get more information about your program?
- I was wondering if you could change my shift time from Monday.

## **Complaining**

- We were dissatisfied to find that...
- I am writing to express my dissatisfaction with...
- I am writing this to complain about...
- I regret to state that...
- I would like to express my disappointment with the services *I* received.
- I'm sorry to inform to you that ...
- Unfortunately your product was...
- On using your product I discovered some faults ...
- Despite my request for...
- I'm particularly unhappy about...
- I'm very disappointed because...
- I hope we can cover this difficulty ...
- I am writing to express my concern about ...
- I must complain in writing about...
- I feel I must complain to you about...



- I wish to complain in the strongest terms about...
- I must insist/urge you to...
- I am writing to inform you of an apparent error in your records...

### **Closing Remarks**

- We will be pleased to supply any further information you require.
- Please look into the matter.
- We would like to make a decision on this as soon as possible.
- I look forward hearing from you...
- In case of any quarries/doubts/confusions, please feel free to contact me.
- I would be most grateful if you would reply as soon as possible so that this matter can be resolved.
- Please give the matter your immediate attention.
- Thank you for your helping we would appreciate your immediate attention to this matter.
- Should you need any further information, please do not hesitate to contact us.

### **Finishing remarks**

- Yours sincerely
- Yours faithfully
- Regards

- Best wishes

## **Enclosures and Attachment**

- Please find enclosed ...
- I am enclosing...
- Please find attached ...
- Kindly find attached...
- I have attached the relevant documents for your perusal.

## 16

### Miscellaneous Expressions for Everyday Use

- It's common knowledge that...
- It's a fact (that) ...
- Anyone will tell you ...
- Everybody knows that...
- Few people would deny that ...
- It's no secret that...
- I think we can accept / agree that..
- It is generally assumed that...
- It has been scientifically proven that...
- Why don't you stop now?
- How about stopping now?
- If I were you, I'd stop now.
- You'd better stop right now.
- I would strongly advise you to stop now.
- My advice would be to stop now.
- It might be a good idea to stop.
- You might try stopping.
- What are you doing tomorrow?
- Got any plans for tomorrow?
- What's your plan for tomorrow?
- Are you doing anything tomorrow?
- What's on the cards for tomorrow?
- Have you got anything on tomorrow?
- Have you got anything planned for tomorrow?

- What's happening tomorrow?
- Do you think it's all right to do it?
- What do you think about (me doing that)?
- Do you think I ought to do it?
- What would you say if I did it?
- Would you approve of (doing something)?
- What is your attitude to the idea of...
- Are you in favour of (me doing something)?
- You are in favour of ..., aren't you?
- Do you think anyone would mind if I...?
- Do you think it would be really awful if I...?
- Can you give me a hand with this?
- Could you help me for a second?
- Can I ask a favour?
- I wonder if you could help me with this?
- I could do with some help, please.
- I can't manage. Can you help?
- Give me a hand with this, will you?
- Lend me a hand with this, will you?
- Could you spare a moment?
- I need some help, please.
- Give us a second.
- I'll be right with you.
- Sorry, I'm a bit tied up right now.
- Wait and watch.
- You'll just have to be patient.
- Give me a chance.
- Don't be so impatient.

- We wish to apologise for the delay to...
- What do you think of...?
- What do you think about...?
- How do you feel (about...)?
- What's your opinion of...?
- What do you think about that?
- What are your views on...?
- What would you say to/ if we\_?
- Are you aware of.....?
- I'm looking forward to...
- I can't wait until...
- I'm counting the days till...
- I'm trying to put off as long as I can.
- No comment.
- I'm not at liberty to say.
- Let me get back to you.
- I'm sorry, that's confidential.
- Sorry, that's personal/classified/confidential.
- I'd rather not talk about it.
- Mind your own business.
- Never mind, please.
- I'll tell you when you're older.
- He knows all about photography.
- He's a camera expert.
- He's an expert on digital cameras.
- There's nothing he doesn't know about.
- He knows photography inside out.
- You wouldn't believe what he knows about ...

- He's a walking encyclopedia of ...
- Photography is his subject.
- He knows it from A - Z.
- He's an authority on ...
- It's a good thing (that)..
- Fortunately, / Luckily,
- As luck would have it, ...
- That was a stroke of luck.
- It's lucky...
- It's very/most fortunate (that)...
- It must be your lucky day!
- He's short of cash / hard-up.
- She's in debt / overdrawn / bankrupt.
- Below the poverty line
- Thank God (for that)!
- What a relief!
- I'm so relieved to hear that.
- That's a weight off my mind.
- You've no idea what a relief it is to hear it.
- What a stroke of luck!
- All's well that ends well.
- He is a friend of mine.
- I'm quite sure...
- I'm absolutely positive...
- I'm fairly / quite certain...
- It must be right.
- I know...
- It's definitely...



- You can be sure...
- I've no doubt at all that...
- I'm hundred percent certain that...
- I'm utterly convinced...
- I'm so worried about..
- I'm afraid...
- I can't help thinking...
- I can't stop thinking about it.
- I've been worried about...
- It's been keeping me awake at night.
- I'm really nervous.
- I've got butterflies in my stomach.
- I'm absolutely dreading.
- How boring / tedious / dull!
- It bores me.
- It does nothing for me.
- I have nothing to do with it.
- I can't see what all the fuss is about.
- I'm afraid I don't share your enthusiasm.
- I can't say that I find it interesting.
- Actually, I've changed my mind.
- On second thoughts ...
- Come to think of it...
- I've had a change of heart.
- Did I really say that?
- What was I thinking?
- After further consideration ...
- Cheer up!

- Smile!
- It's not the end of the world.
- Worse things happen at sea.
- Look on the bright side.....
- Every cloud has a silver lining.
- Practice makes a man perfect.
- There are plenty more to eat here.
- There's no use crying over spilt milk.
- Look, who's talking!
- Yeah, and you're so much better.
- Take a look in the mirror.
- People who live in glass houses should not throw stones on others.
- That wasn't very clever.
- What were you thinking of?
- I bet you hadn't done that.
- Why on Earth did you go and do that?
- What a total disaster!
- You put your foot in it (there)...
- Well, you see...
- Now, let me see.
- Just a moment / Just a second
- How shall I put it?
- What's the word for it.
- Now, let me think...
- It's on the tip of my tongue.
- That's an interesting question.
- No chance!

- Never in a million years!
- You'll be lucky!
- I'm not sure about that!
- You could be right, but...
- I'm afraid, I don't agree.
- That's an interesting idea, but ...
- Do you really think ... ?
- You can't be serious!
- Actually
- as a matter of fact
- That's not how I see it.
- What a pity / shame!
- How disappointing!
- That's too bad.
- That's (just) so disappointing!
- We had high hopes for...
- It did not live up to expectation.
- What we had been led to expect was...
- I don't think much of that.
- I'm dead against people doing...
- It shouldn't be allowed!
- Who do they think they are?
- How can people do things like that?
- Whatever next?
- I'm not too keen on ...
- I'm not a big fan of ...
- I'm not particularly fond of this.
- I can't stand it.

- I really hate it.
- I'm afraid, it doesn't appeal to me.
- Keep up the good work.
- That's a good effort.
- That's a real improvement.
- You're on the right lines.
- Keep going.
- Come on, you can do.
- Give it your best shot.
- If at first you don't succeed...
- She passed away / kicked the bucket.
- She had a baby.
- Sorry - I didn't hear the alarm clock.
- The alarm didn't go off.
- I slept right through the alarm.
- I had to wait ages for a bus.
- The bus was late.
- The traffic was terrible.
- I couldn't find a parking space.
- The roads were chock-a-block.
- I got lost coming here.
- It's not an easy place to find.
- One by one...
- I'm not one to complain, but...
- He's a right one!
- So so
- Fifty-fifty
- She had a broad smile on her face.

- He was wearing a frown.
- He gave me a dirty look.
- Why the long face?
- He was purple with rage.
- I'm afraid I can't remember.
- I've completely forgotten.
- My mind's gone blank.
- Sorry, I have no memory of...
- I have no recollection of...
- Sorry, I forgot.
- I simply forgot to do it.
- What was I thinking of?
- Oh no, it completely slipped my mind.
- Ninety percent of the time...
- Nine times out of ten...
- As a rule...
- What normally happens is...
- In general...
- Generally speaking...
- On the whole...
- By and large...
- It's up to you.
- You can do what you like.
- Do as you please.
- As you like
- The choice is yours.
- Make up your own mind.
- It's fine by me if you want to...

- It's your decision.
- Don't mind me.
- I would say...
- Personally, I think...
- If you ask me, I would say...
- The way I see it...
- As far as I'm concerned...
- If you don't mind me saying...
- I'm utterly convinced that...
- In my humble opinion...
- In my opinion, this one would be better.
- To my mind this one's better.
- According to Gandhi, ...
- If you ask me, this one's better.
- To my way of thinking, this one's fine.
- In my view, this one is best.
- That one's best.
- What I think is that one's better.
- For me, that one's better.
- I tell you what I think, that one's best.
- I spend a lot of time...
- It is a big part of my life.
- Whenever I get the chance, I...
- I have a habit of...
- I can't stop...
- I can't help...
- I don't expect they'll win.
- It's quite unlikely, they'll win.



- They are not very likely to win.
- I shouldn't think, they'll win.
- There's not much hope / chance.
- I'd be surprised if they won.
- There's no chance of their winning.
- It'll never happen in a month ...
- I'm a big fan of Indian food.
- I'm absolutely crazy about it.
- I'm quite partial to spicy things.
- I'm particularly fond of hot curries.
- There's nothing I like more than...
- You must be Suman's brother.
- How's your wife / friend?
- Nice weather, isn't it?
- What's new?
- I haven't seen you for ages.
- What have you been up to?
- Are you still working for the same firm?
- Have you heard from Renu recently?
- What a coincidence!
- Fancy meeting you here!
- Why don't we go to the cinema?
- Let's go to the cinema. What do you think?
- How about going to the cinema?
- How do you feel about seeing a film?
- Fancy seeing a film?
- I'd like to see a film. How about you?
- Why not go and see a film?

- It would be nice to see a film.
- Just up / down the road
- Not far from my home
- Right on my doorstep
- Just a stone's throw away
- Just round the corner
- A two-minute walk from ...
- I couldn't say.
- I've never given it much thought.
- I don't have any feelings either way.
- Your guess is as good as mine.
- I really don't know what to say.
- I really can't say.
- You're asking the wrong person.
- It doesn't affect me.
- It doesn't make any difference to me.
- That's an interesting question.
- He got somebody's back up.
- They put him down.
- Basically,
- In a nutshell,
- To paraphrase,
- To put it another way,
- To sum up ...
- In other words,
- What this means is (that)...
- Put it this way.
- Look at it this way.

- She's the life and soul of the party.
- She's a great mixer.
- He's good company.
- She loves to party.
- Wish you were here.
- Arrived safely
- Having a great time!
- The food is wonderful.
- The people are so friendly.
- Just lying on the beach - fantastic!
- The weather's lovely.
- Met some nice people ...
- This is the life.
- The journey was a nightmare.
- Life's but a walking shadow.
- The food is disgusting.
- I got food poisoning!
- The people are so unfriendly.
- It's not what we expected.
- I can't wait to get home.
- There's nothing to do.
- I'd prefer to stay in...
- I'd rather stay in...
- I'd go for an Indian meal ...
- The boys expressed a strong preference for...
- The Government claims that...
- They are trying to convince us that...
- They are asserting that...

- If they are to be believed...
- Supposedly...
- Apparently...
- Don't worry.
- You'll be fine. / It'll be fine
- What are you worrying for?
- There's no need to worry.
- There's nothing to worry about.
- It'll turn out all right.
- It isn't as bad as all that.
- Whatever you may have heard...
- Rest assured ...
- I can assure you that...
- No way
- Absolutely not
- No Chance
- Get lost
- No, full stop
- Not likely
- I don't want to...
- I'd rather not...
- No, but thanks for asking
- I suppose I really ought to go to the gym.
- I really should diet, but then again...
- I promise I'll try harder to arrive early.
- I have every intention of passing the test...
- Nothing is going to stop me finishing...
- No matter what happens, I'm going to win...

- Come hell or high water, I'll pay it back.
- In a word, no
- Not likely
- Count me out.
- I'd rather not if you don't mind.
- I'd love to, but...
- No chance
- No way!
- In a foul mood
- In a temper
- She's absolutely delighted.
- He's over the moon.
- He couldn't be happier.
- We're very pleased.
- He's loving every moment of it.
- We're most satisfied.
- That's a bit steep.
- That's daylight robbery.
- They must have seen you coming
- I'm sure..
- I'm absolutely positive...
- You're pulling my leg.
- That's a bit of an exaggeration.
- That's a pack of lies.
- That's a fishy story.
- What you're saying is libelous.
- A half-truth
- What's the matter?

- Are you alright?
- What's getting you down?
- What's up with you?
- You look a bit down.
- Is there anything, I can do to help?
- No doubt they will be there.
- It's unlikely that she'll come now.
- I bet that they'll be late.
- The chances are that he'll win.
- There's no chance of them coming now.
- In all probability, it will be raining.
- My guess is that she'll lose.
- There's just a chance that it will work.
- I wouldn't be surprised if it rained.
- It was quite cheap.
- It didn't cost that much.
- It wasn't very expensive.
- It wasn't that expensive, really.
- It was quite reasonable, actually.
- I thought it'd be more expensive.
- I'm happy with the price.
- That's a good price.
- You pay a lot more in other places.
- I got two for the price of one.
- It was 20% off.
- It was a real bargain.
- It was on special offer.
- He's very good at Mathematics.



- He's a born footballer.
- She's a great dancer/singer.
- She's a first rate teacher.
- He's got a natural talent for sports.
- She can do it in her sleep.
- As a driver, he's one of a kind.
- It's better to be first rate than second or third rate!
- This means no-one is close to his ability.
- I'm a hairdresser.
- I'm in hairdressing.
- I work as a hairdresser.
- I'm a professional hairdresser.
- My day job is hairdressing.
- What did you do last night?
- Did you do anything last night?
- What did you get up to last night?
- Did you go out last night?
- How was last night? Did anything?
- How was your night last night?
- Was last night a good one?
- Did you have fun last night?
- Did you have a fun time last night?
- I'd love a cup of coffee.
- I'm dying for a coffee.
- I really need a cup of coffee.
- I'm full.
- You've done very well, thanks.
- I've had all I can eat.

- I can hardly move.
- There's no room for any more.
- I can't eat any more, thanks.
- What's new?
- Long time no see!
- Fancy meeting you here!
- Never thought I'd see you here!
- What a surprise to see you here!
- I'm fine.
- Great.
- Same as always.
- Same as usual.
- Not so good.
- Not too well.
- I'd like you to meet Suman.
- Good to meet you.
- Nice to meet you.
- I'm glad to meet you.
- What a pleasure to meet you!
- Sorry, I didn't catch your name.
- I'm sorry, could you tell me your name again?
- Good-bye.
- Bye for now.
- See you later.
- Talk to you soon.
- See you around. Take care.
- See you tomorrow / next week.
- See you later.

- Nice to see you. Good-bye.
- It's a real pleasure to have met you.
- They hadn't seen each other for a while.
- How about you?
- Let's do that.
- Good conference, isn't it?
- Who's he?
- Let me introduce him to you.
- I want you to meet a colleague of mine.
- Let's stay in touch.
- Listen to this.
- Guess what?
- Guess what I just found out.
- Have you heard the latest news?
- Can I talk to you?
- Do you have a minute?
- Let's sit down and talk.
- May I have a word with you?
- I see.
- I get the point already.
- I know it already.
- I think we've covered that already.
- I had a day off yesterday...
- What's it about?
- Really?
- No kidding!
- Are you serious?
- No way!

- I can't believe it!
- Unbelievable!
- Come on!
- That blows my mind.
- Do you remember Rakesh?
- You mean our high school friend?
- Absolutely
- Exactly
- Indeed!
- That's for sure.
- You're right.
- I totally agree with you.
- I agree with you a hundred percent.
- I couldn't agree with you more.
- I can't argue with that.
- We see eye to eye on this.
- You may be right.
- You might have a point there.
- It may be so, but ...
- I'm not sure if I agree with you totally there.
- I'm afraid I disagree with you.
- I'm afraid I can't agree with you.
- I couldn't disagree with you more.
- You've got that wrong.
- You're dead wrong.
- What's important is your personality.
- I beg your pardon.
- Pardon me.

- Excuse me.
- What did you say?
- I didn't quite get that.
- I didn't quite hear or understand that.
- Could you repeat that?
- Say that again?
- Could you speak more slowly?
- Slow down! I can't follow you!
- Could you speak louder?
- Speak up. I can't hear you.
- Do you understand what I'm saying?
- Do you know what I mean?
- Do you know what I'm talking about?
- Does that make any sense?
- Do you follow me?
- Are you with me?
- With me so far?
- You know?
- You see?
- Right?
- I know what you mean.
- I'm with you.
- I don't get it.
- I don't follow you.
- I'm not sure I get your point.
- That's not what I meant.
- That's not what I said.
- I didn't mean that.

- I didn't say that.
- You've got me wrong.
- What exactly are you trying to say?
- What do you mean to tell me?
- What's your point?
- I didn't get that.
- May I say something here?
- Could I just say something?
- May I add something here?
- I want to add one thing...
- I have a similar experience.
- Let me tell you a similar story of mine.
- Sorry, could I interrupt for a moment?
- I wonder if I could comment on what you have just said, please?
- Now wait a minute here. I don't agree with you.
- Excuse me for interrupting, but I don't agree with you on this point.
- Hold on a second. I disagree. I think you are wrong.
- How about coming over for dinner tonight?
- Would you like to come over for dinner tonight?
- Please come over for dinner tonight.
- We'd be delighted to have you over for dinner tonight.
- Why not?
- When do you want me to be there?
- Oh, certainly! Thank you.



- Do I need to bring anything?
- I can't. I have to work.
- I have an appointment.
- I'm busy tonight.
- I'd love to, but I'm afraid I'm busy tonight.
- I'd love to, but I already have plans tonight.
- Just bring yourself.
- I'm so glad to have you here.
- I'm so glad you could come.
- I'm so glad you could visit.
- We're delighted to have you here.
- It's so good to see you after all this time.
- Hey, look who's here!
- Well, look who's here!
- What brings you here?
- Please come in.
- Make yourself comfortable.
- Please have a seat.
- Please sit down.
- Would you like to sit over here?
- Sit over here. This chair is more comfortable.
- Would you like some coffee or tea?
- Thank you for inviting me tonight.
- You have a beautiful home.
- You have a wonderful place here.
- What a beautiful home you have!
- I love your sofa.

- I love what you did to your living room/ kitchen/study.
- I love your wallpaper.
- Sorry I'm late.
- I couldn't get a taxi.
- Sorry to have kept you waiting.
- The bus/the train was late.
- I missed the train/the bus.
- I got stuck in traffic.
- The traffic was terrible!
- I got lost.
- I was looking for a place to park.
- Have you been waiting long?
- So, what's new with you?
- Tell me everything.
- How's your son doing?
- Have you read any good books lately?
- Well, it's getting late.
- I'd better get going.
- I'm afraid I have to go.
- I'd better be off.
- Well, it's time to go.
- I had a great time.
- Let's do this again soon.
- Who do you want to talk to?
- Who would you like to talk to?
- Who do you wish to speak to?
- May I ask who's calling, please?

- Who's calling, please?
- Hold the line, please.
- Just a moment, please.
- Please hang on a second.
- I'm sorry, you've got the wrong number.
- There is no one by that name here.
- I think you've dialed the wrong number.
- Sorry, wrong number.
- Sorry for disturbing you.
- Is this 9460305331?
- I'm just browsing.
- What floor are children's clothes on?
- Where can I find electronic goods?
- Do you sell computers here?
- I need some good quality paper.
- I am looking for some jeans.
- I'm looking for something for my friend's birthday.
- May I help you?
- Can I help you?
- Can I help you with something?
- Is someone waiting on you?
- Do you have anything in mind?
- There's a mirror over there.
- The changing rooms are over there.
- I don't like the colour.
- Do you have this in a different colour?
- Do you have these pants in blue?
- It's too loose.

- Do you have this in a smaller size?
- It's too tight.
- Do you have this in cotton?
- It's a little over my budget.
- Do you have something less expensive?
- Can I try this on?
- Can you do gift wrap that?
- Can I get this gift wrapped?
- I'm sorry, we are out of stock on this item.
- May I suggest something instead?
- I've got exactly what you're looking for.
- This one's on sale right now.
- Do you need anything to go with your shirt?
- That shirt looks really nice on you!
- That looks great on you.
- You look great in that dress.
- That dress really flatters your figure.
- You look really smart in this suit, sir!
- How would you like to pay for this?
- How do you want to pay for this?
- Will that be cash or credit?
- Do you want to put this on your credit card?
- I'll pay in cash.
- I'll pay by credit card.
- The cake looks delicious.
- The food smells good.
- The curry is really tasty.
- The soup is a bit too salty.

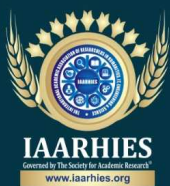
- The food in the new restaurant is second to none.
- The food in that restaurant is really disgusting.
- Please pass me the salt.
- Could you pass the salt please?
- Could I have some milk please?
- Could I have seconds, please?
- Is there any more of this?
- Do you have a reservation?
- There's a 15-minute wait.
- We have reserved a table for 2 at 7 p.m.
- We don't have a reservation.
- How long do we have to wait?
- Would you like to order something to drink first?
- Here's the menu.
- I'll be with you in few minutes.
- I'll come back to take your orders in a few minutes.
- Are you ready to order?
- May I take your order?
- We are not ready to order yet.
- I haven't decided yet.
- Could you give us a few more minutes?
- We need a few more minutes to decide.
- We are ready to order.
- Can you take our orders now?
- What's the soup of the day?
- What's the special of the day?
- What do you recommend?
- What's in this dish?



- How would you like that?
- What kind of potatoes would you like? Mashed, baked, or fried?
- Would you like soup or salad with that?
- When will our table be ready? We've been here for over 30 minutes.
- We've been waiting for our food for over 30 minutes.
- I've asked for a glass of water quite a while ago.
- May I speak with your manager, please?
- I'd like to speak with your manager.
- Excuse me, this soup is cold.
- There is a fly in my soup!
- I can't eat this. It's too salty!
- I ordered baked potato, not fried.
- There's something wrong with our bill.
- There seems to be a mistake on this bill.
- Hello, can I reserve a room over the phone, please?
- I'd like to reserve a double room, please.
- Do you have any vacancies?
- Do you have any vacant single room?
- I need a room for 2 nights.
- What's the room rate for a single room?
- How long will you be staying?
- May I have your name and phone number please?
- May I ask you to fill out this form for me please?
- I'd like to check in.



- Can I have a room with a view of the garden, please?
- When is breakfast served in the morning?
- Is there a restaurant in the hotel?
- Where is the business centre?
- I'd like to check my email.
- Can I use the internet in my room?
- Is there a pool?
- Is there a gym?
- Is there a safe deposit box in the room?
- Do I pay now or at checkout?
- What time is checkout?
- May I have an extra pillow, please?
- Do you have an iron that I may borrow?
- Could you call me a taxi, please?
- I'd like a wake-up call at 6:30, please.
- The TV in my room doesn't seem to work.
- The air-conditioner in my room is not cold enough.
- There is no heat in my room.
- The tap in the bathroom is dripping.
- The toilet in my room doesn't flush.
- The room is very dirty.
- My room faces the main street and it's very noisy.
- I asked for a non-smoking room, but I got a smoking room.
- The person next to my room has his TV turned on really loud. I can't sleep.



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