

English 5 – Lesson 2: Register

EXPRESSIONS FOR MAKING, ACCEPTING, AND REFUSING A REQUEST POLITELY

Introducing an Issue

- *There's something I'd like to discuss.*
- *(Indirect) I'm afraid there is a slight problem with [my schedule].*
- *(Direct) I want to complain about [my schedule].*

Making Requests

- *I was wondering if it would be possible to.....*
- *I believe I'm entitled to/I deserve..... (a pay raise/a day off)*

Language to use to show understanding/agreement on a point:

- *That's a fair suggestion.*
- *So what you're saying is that you...*
- *In other words, you feel that...*
- *You have a strong point there.*

Language to use for objection on a point or offer:

- *I understand where you're coming from; however,...*
- *I'm prepared to compromise, but...*
- *The way I look at it...*
- *If you look at it from my point of view, ...*
- *That's not exactly how I look at it.*
- *I'd have to disagree with you there.*
- *I'm afraid that doesn't work for me.*

Rejecting Requests

- *I'm afraid that's just not possible at the moment.*
- *That's out of the question. (strong)*
- *I'm afraid I have to turn your request down.*