

Summary of All Language Functions (BAC2)

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Making Request	Giving Advice	Asking for Advice
<ul style="list-style-type: none"> ➤ Could you ? ➤ Can you please? ➤ Could you? ➤ Would you? ➤ Would you minding ➤ Do you mind if I? ➤ Will you please? 	<ul style="list-style-type: none"> ➤ I advise you to ➤ Why don't you ➤ You'd better ➤ You ought to / should ➤ If you take my advice, you'll ➤ It might be a good idea to ➤ Have you thought about 	<ul style="list-style-type: none"> ➤ What do you advise me to do? ➤ What should I do? ➤ What ought I to do? ➤ What's your advice? ➤ If you were me what would you do?
Expressing Agreement	Expressing Disagreement	Making suggestion
<ul style="list-style-type: none"> ➤ I agree with this opinion. ➤ I completely agree with this view. ➤ This is absolutely right. ➤ I couldn't / can't agree more. ➤ You're absolutely right. ➤ I share the same opinion/idea. ➤ I can't agree more. 	<ul style="list-style-type: none"> ➤ I'm afraid. I can't agree with you. ➤ I disagree with you. ➤ I don't agree with you. ➤ I'm not sure I agree with you ➤ I think you're wrong ➤ I'm against the idea ... 	<ul style="list-style-type: none"> ➤ Shall we ➤ Let's ➤ What about ➤ How about ➤ I suggest ➤ Why don't we
Making Apology (apologizing)	Making Complaint	Opinion
<ul style="list-style-type: none"> ➤ I apologize for... ➤ I'd like to apologize for... ➤ I am so sorry for... ➤ I shouldn't have... ➤ It's all my fault. ➤ I'm ashamed of... ➤ Please, forgive me for... ➤ Excuse me for ... ➤ I'm terribly sorry for... ➤ Pardon me for this... ➤ Please, forgive me for my.... ➤ Please, accept my apologies... 	<ul style="list-style-type: none"> ➤ I have a complaint to make. . ➤ Sorry to bother you but... ➤ I'm sorry to say this but... ➤ I'm afraid I've got a complaint about... ➤ I'm afraid there is a slight problem with... ➤ Excuse me but there is a problem about... ➤ I want to complain about... ➤ I'm angry about... 	<ul style="list-style-type: none"> ➤ I think / I believe... ➤ As far as I'm concerned, ➤ To my mind,... ➤ According to me,... ➤ As I see it, ... ➤ It seems to me that... ➤ In my opinion,.... ➤ From my point of view... ➤ I take the view that .. ➤ My personal view is that... ➤ In my experience... ➤ Personally Speaking, ... ➤ For me,
Inviting	Giving Good news	Giving Bad news
<ul style="list-style-type: none"> ➤ I invite you to ➤ Would you like ? ➤ Do you want to ? ➤ How about ? ➤ Would you care to? ➤ I would be happy if you 	<ul style="list-style-type: none"> ➤ You know what! I've got a bit of great news for you... ➤ I'm really pleased to tell you... ➤ Great news for you... ➤ I've got some wonderful news to tell you 	<ul style="list-style-type: none"> ➤ I'm sorry to have to say this, but ➤ I'm afraid I've got some bad news for you... ➤ I really don't know how to say it, but ... ➤ I'm really sorry to say that ... ➤ I really feel bad to have to say this, but ...
Responding to good news	Responding to bad news	Expressing Certainty
<ul style="list-style-type: none"> ➤ wow! ➤ That sounds exciting. ➤ Congratulations ➤ I'm glad to hear that! ➤ That's good / great / wonderful / splendid news! ➤ Lucky you! 	<ul style="list-style-type: none"> ➤ I'm sorry to hear such terrible news. ➤ I know how you must be feeling ➤ Poor you! ➤ I'm sorry to hear that.. ➤ I can't believe it! 	<ul style="list-style-type: none"> ➤ Certainly ➤ I'm certain about it. ➤ I quite sure that ... ➤ It is évident that ... ➤ No one can deny that ➤ Definitely ➤ It is crystal clear . ➤ I have no doubt about it.
Expressing Uncertainty	Asking for clarification	Lack of understanding
<ul style="list-style-type: none"> ➤ I doubt it. ➤ I doubt that ... ➤ I'm not certain that ... ➤ Possibly ➤ Probably ➤ May be ➤ I think that ... ➤ May / Might 	<ul style="list-style-type: none"> ➤ What do you mean by...? ➤ Could you say that again, please? ➤ Could you repeat please? ➤ Could you clarify that, please? ➤ Would you elaborate on that , please? ➤ Could you be more explicit? ➤ Could you give us an example? ➤ I wonder if you could say that in a different way. ➤ Could you put it differently, please? ➤ Could you be more specific, please? 	<ul style="list-style-type: none"> ➤ I beg your pardon? ➤ I beg your pardon, but I don't quite understand. ➤ I'm not quite sure I know what you mean. ➤ I'm not quite sure I follow you. ➤ I don't quite see what you mean. ➤ I'm not sure I got your point. ➤ Sorry, I didn't get your point. ➤ I don't see what you're getting at.
Defining / Definition	Offering	Promising
<ul style="list-style-type: none"> ➤ can be defined as ➤ can be described as ➤ refers to ➤ Means 	<ul style="list-style-type: none"> ➤ Can I help you ? ➤ Shall I help you ? ➤ Would you like a glass of water ? ➤ How about some pizza? 	<ul style="list-style-type: none"> ➤ I swear I will ... ➤ You have my word. ➤ It's a promise ➤ Trust me,

FUNCTIONS RELATED TO MODAL VERBS

POSSIBILITY	PERMISSION	ABILITY	REQUEST	ADVICE
<ul style="list-style-type: none"> ➤ May ➤ Can ➤ Might 	<ul style="list-style-type: none"> ➤ Can ➤ May ➤ Could 	<ul style="list-style-type: none"> ➤ Can 	<ul style="list-style-type: none"> ➤ Can ➤ Could 	<ul style="list-style-type: none"> ➤ Should ➤ Ought to
OBLIGATION	NECESSITY	LACK OF NECESSITY	CERTAINTY	PROHIBITION
<ul style="list-style-type: none"> ➤ Must ➤ Have to 	<ul style="list-style-type: none"> ➤ Need 	<ul style="list-style-type: none"> ➤ Needn't ➤ Don't have to 	<ul style="list-style-type: none"> ➤ Must 	<ul style="list-style-type: none"> ➤ Mustn't ➤ Can't

FUNCTIONS RELATED TO LINKING WORDS

ADDITION	PURPOSE	EXAMPLE	CONCESSION	
<ul style="list-style-type: none"> ➤ Also ➤ Too / As well ➤ In addition ➤ Moreover ➤ Besides ➤ Not only ... but also 	<ul style="list-style-type: none"> ➤ To ➤ In order to ➤ So as to ➤ So that ➤ For 	<ul style="list-style-type: none"> ➤ For example ➤ For instance ➤ such as ➤ like ➤ In other words ➤ To illustrate 	<ul style="list-style-type: none"> ➤ But ➤ However – ➤ Nevertheless- ➤ Despite this ➤ Still – ➤ Yet – 	<ul style="list-style-type: none"> ➤ Although – ➤ Even though ➤ Even if – ➤ Despite ➤ In spite of
CONTRAST	CONCLUSION		CAUSE & EFFECT	
<ul style="list-style-type: none"> ➤ While – ➤ Whereas ➤ In Contrast 	<ul style="list-style-type: none"> ➤ To summarize ➤ In brief ➤ To sum up ➤ All in all 	<ul style="list-style-type: none"> ➤ To conclude ➤ In conclusion – ➤ In short 	<ul style="list-style-type: none"> ➤ Because ➤ Since ➤ as ➤ because of ➤ due to ➤ thanks to 	<ul style="list-style-type: none"> ➤ So ➤ Therefore ➤ As a result ➤ Consequently ➤ Because of this ➤ That's why

EXERCISES FROM NATIONAL EXAMS

MATCH EACH EXPRESSION WITH ITS APPROPRIATE FUNCTION

Expressions	Functions	
1. Could you help me repair my computer, please	a-Requesting	1- _____
2. Besides having a villa in the city, the Smiths owns a farm in the country side	b- Opinion	2- _____
3. Many people attended the match despite the bad weather	c-Lack of understanding	3- _____
4. The wedding as delayed due to financial problems	d-Inviting	4- _____
5. For me, developing countries should invest more in education	e- suggesting	5- _____
6. I'm terribly sorry for the mess I have made in the kitchen	f- Addition	6- _____
7. Sorry to say this but you assistant was rude to me	g- cause and effect	7- _____
8. I'm afraid, I didn't get your point	h- Asking for advice	8- _____
9. I have difficulties in understand French texts, what should I do?	i-Disagreeing	9- _____
10. I'm totally against the idea	j-concession	10- _____
11. Would you care for a cup of coffee?	k- Apologizing	11- _____
12. Why don't we go on a picnic ?	l-complaining	12- _____
13. You can't smoke here.	m- prohibition	13- _____