

# 101 SUPER USEFUL ENGLISH PHRASES

TO SOUND LIKE A NATIVE SPEAKER





# EXPRESSING OPINIONS

If you ask me ...

The point is ...

As I see it ...

The way I see it is ..

Wouldn't you say that ...?

Honestly I think ..

Well, if you ask me ...

It seems obvious that ...

I'd suggest that ...

As far as I know ...

As far as I'm concerned ...

Personally I think ..

From my point of view ...

What I mean is ...



# ASKING FOR INFORMATION

I'm calling to find out ...

Do you happen to know ..?

Could anyone tell me ...?

I was wondering ...

Would you mind ...?

Do you have any idea ...?

I'd like to know ..

I wonder if you could tell me ...?



# HOW TO EXPRESS GRATITUDE

I owe you one.

I truly appreciate ...

What would I do without you?

To say thank you is not enough.

I can't thank you enough.

I appreciate what you've done for me.

You've been very helpful.

I thank you from the bottom of my heart.

If anyone deserves thanks, it's you.

What you've done means a lot to me.

# COMPLAINING

making and accepting complaints



## MAKING A COMPLAINT

I'm sorry to say this but ..  
I'm afraid I've got a complaint about ..  
Look, I'm sorry to trouble you, but ..  
There seems to be a problem with ...  
Would you mind ...?  
I wonder if you could help me ...  
I want to complain about ...  
Excuse me, but there is a problem ...  
Wouldn't it be a good idea to/not to ...

## ACCEPTING A COMPLAINT

I'm so sorry, but this will never occur/happen again.  
I can't tell you how sorry I am.  
I wish it had never happened.  
I'm sorry, we promise never to make the same mistake again.  
I just don't know what to say.  
I'm really sorry; we'll do our utmost/best not to make the same mistake again

## REJECTING A COMPLAINT

Well, I'm afraid there is nothing we can do about it actually.  
Well, I'm afraid there isn't much we can do about it.  
Sorry there is nothing we can do about it.  
We are sorry, but the food is just alright.



# APOLOGY

how to apologise in English



## THAT'S MY FAULT

Sorry, I wasn't paying attention.  
It's my fault.  
I'm to blame.  
I'm responsible for that.  
Sorry, I was negligent.  
It was careless of me.  
I did it, sorry.

## JUST A MOMENT PLEASE

.Wait a minute.  
This will take a second.  
This will take a minute.  
Please wait a second/moment.  
Hold on for a second.  
Excuse me a moment.

## AM I DISTURBING YOU?

Is this a good time?  
Are you busy?  
Am I intruding?  
Am I interrupting?  
Am I bothering you?  
Can you stop for a moment?  
Can I interrupt you for a minute?

# HOW TO ASK SOMEONE TO DO SOMETHING

**Would you mind collecting my suit from the dry cleaner's, please?**

**Do you think you could come in fifteen minutes early tomorrow, before the meeting?**

**Would you ask Paul whether he has signed the card, please?**

**You wouldn't drop this into the post office for me, would you?**

**We need to email the documents to Jane immediately.**

**We need someone to go to the meeting in London next week, Tim can't go.**

**You couldn't stop at a bank machine, could you?**

**I would be grateful if you could send me more information about the training.**

**We would be most grateful if you could send someone to meet us at the airport as we do not speak French.**

# AGREEING AND DIAGREEING

**I can't help thinking the same.**

**True enough.**

**I couldn't agree more.**

**That's just what I was thinking.**

**That's my view exactly.**

**I see where you're coming from.**

**Absolutely/Definitely/Exactly**

**I (totally) agree with you/that.**

**I feel the same.**

**No doubt about it.**

**That's a good point.**

**Well, as a matter of fact,...**

**I'm not sure about that.**

**I see things rather differently myself.**

**I don't entirely agree with you.**

**Well, my opinion is that...**

**I must take issue with you on that.**

**I'm afraid I disagree.**

**I don't agree with you/that.**

**That's not the way I see it.**

**I don't think so/ I don't feel the same.**



ONE LANGUAGE SETS YOU IN A CORRIDOR FOR LIFE.  
TWO LANGUAGES OPEN EVERY DOOR ALONG THE WAY!

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