
ИНОСТРАННЫЙ ЯЗЫК В ВУЗЕ

Владимирский государственный университет

Н.К. ЯШИНА

Речевой этикет

МЕТОДИЧЕСКАЯ РАЗРАБОТКА
ПО ОБУЧЕНИЮ УСТНОЙ РЕЧИ
НА АНГЛИЙСКОМ ЯЗЫКЕ



Министерство образования Российской Федерации
Владимирский государственный университет
Кафедра иностранных языков

РЕЧЕВОЙ ЭТИКЕТ

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12 модулей-блоков дают ориентир носителю русского языка в выборе соответствующей формулы речевого этикета, уместной в соответствующей ситуации общения: приветствия и прощания, извинения и благодарности, согласия или несогласия с мнением партнера.

Предназначается для студентов всех специальностей, слушателей подразделения платных услуг "Иностранные языки" и для всех тех, кто ставит перед собой задачи развития навыков устной речи с целью включения в сферу реального общения на данном языке.

ББК 81.2 Англ.

UNIT I. FORMS OF ADDRESS

What to say and how to behave.



Ladies and Gentlemen!

I. Read and memorize the formulas of addressing people:

| | |
|----------------------|----------------------|
| Mr. Brown | Мистер Браун |
| Mrs. Brown | Миссис Браун |
| Miss Brown | Мисс Браун |
| Sir | Сэр |
| Madam | Мадам |
| Doctor (Manson) | Доктор (Мэнсон) |
| Professor (Jones) | Профессор (Джоунз) |
| Ladies and Gentlemen | Дамы и Господа |
| Friends | Друзья |
| Officer | Господин полицейский |

II. Read and dramatize the following dialogue. Work in pairs.

John: Do you know the right way to address people, to speak to people in England?

Brenda: When you know people well it's very easy, of course. You just call them by their first name.

John: Yes that's right. I call you Brenda, don't I? And you call me John. But if we didn't know each other very well, then I should call you Miss Grey and you would call me Mr. Green.

Brenda: "Sir" and "Madam", on the other hand, are never followed by a name except in the special case when "Sir" is a title, such as Sir Francis Drake.

John: Young men, too often call older men "Sir" as a mark of respect. But Madam is not used in the same way by young women speaking to older ones.

Brenda: Students of English often have difficulty too with professional titles like "Doctor" or "Professor", and first thing to note here is again that we never use any of these titles with "Mr." We don't say "Mr. Doctor" or "Mr. Professor"

John: No, a medical practitioner is usually called "Doctor" when you are speaking to him. In fact, we do this whether or not he holds the actual degree of Doctor of Medicine.

Brenda: But any other kind of Doctor such as a Doctor of Philosophy or a Doctor of Music we never call him by the one word "Doctor".

John: That's right. We might speak to him formally as Doctor Smith, but "Doctor" by itself always means a medical man. As for "Professor" in Britain a professor is nearly always a university professor and if you know one you can call him "Professor" with or without his name.

Brenda: On the other hand, administrative or commercial titles like "Director" or "Manager" are never used at all as a form of address. Except when

you are working for such a person and you require to call him "Sir", you must always address him by his ordinary name.

III. You are visiting Britain on an exchange programme. Say how you would address each of the following:

- 1) an old man you don't know;
- 2) a policeman;
- 3) young foreign colleague whose name is Sam Smith. He is 45;
- 4) his wife, whose name is June. She is 38 years old;
- 5) her daughter Ella, who is not married;
- 6) his daughter Sue, who is married to Dr. Robert Rice;
- 7) her husband;
- 8) your friend's professor Bruce Baker;
- 9) Bill Brown's mother, Bertha who is a widow;
- 10) the lady next door, who is divorced. Her name is Mary Smith.

IV. Complete the open dialogues:

1. - Excuse me, ... Could you show me the way to the station?
- Of course, I could. I'm going the same way.
2. - Hello, ... How are you getting on?
- Hello, ... Fine, and you?
- I'm Ok, too
3. - ... Attention, please. I declare our conference open.
- What is the time limit? (регламент)
- 50 minutes for a report.

Translate into English:

1. - Простите, вы доктор Браун?

- Да.

- А я господин Смирнов, менеджер фирмы СМС. Рад видеть Вас у нас в России.

- Я тоже рад с Вами познакомиться.

2. - Послушай Джон. Какие у тебя планы на сегодня?

- Ничего особенного.

- Не пойти ли нам на дискотеку?

- С удовольствием.

V. How would you address the following people:

1) a girl of 18, not married (Judy Brown);

2) a married woman with two children (Elsie Smith);

3) a stranger of 25/75;

4) our English teacher;

5) a University professor (David Clark);

6) a doctor who is examining you (Peter Bennet);

7) an English audience;

8) a friend of your own age (Stephen Powell);

9) the director of the company you work for (Alan Nott).

UNIT II. ATTRACTING SOMEONE'S ATTENTION



Just a minute!

What to say and how to behave.

I. Read and memorize the following formulas of attracting someone's attention:

| | |
|---|---|
| Excuse me, please. Pardon me. | Простите, пожалуйста. |
| Sorry to ... (intrude, interrupt, interfere, etc) | Извините, что (внедряюсь, прерываю, вмешиваюсь) ... |
| Look (here!) | Послушайте! |
| I say ... (Say) ... | Послушайте... |
| Just a minute! | Минуточку! Можно Вас на минутку? Подождите! |
| Hi! [hai] Hey! [hei] | Эй, постой! |

Possible Replies

| | |
|------------------------------|------------------------|
| Yes? Well? What is it? | Да? Что? В чем дело? |
| What can I do for you? | Чем могу быть полезен? |
| What do you want? | Что вам нужно? |
| What? | Ну что там? |

II. Read and dramatize the following dialogue. Work in pairs.

Customer: Excuse me, madam.

Shop-assistant: What can I do for you?

Customer: I'm looking for a brown sweater.

Shop-assistant: What's your size?

Customer: 42.

Shop-assistant: Do you like this one?

Customer: I like it. How much is it?

Shop-assistant: 20 pounds 99 for it, please.

III. Make the following questions into polite requests for information addressed to a stranger introduced by: "Excuse me, please".

Model: How do I get to the post-office?

Excuse me, please. Could you tell me how to get to the post-office? **or**

Excuse me. Could you tell me how I can get to the post-office, please?

1. How do I get to the British Museum?
2. Where is the nearest chemist?
3. What time is it?
4. Does this bus go to the centre?
5. Is there a greengrocer's near here?
6. How can I get to Oxford Street?
7. What time does this train leave?
8. Where is the nearest cafe?
9. Does Mary Bailey live here?
10. Is this seat free?

IV. Complete the open dialogues:

1. - Excuse me, where can I buy a raincoat?

-

- Can I buy a hat there, too?

-

2. -

- It's just round the corner.

3. - Excuse me, for interrupting you madam?
-
- Your hat has dropped.

V. Translate into English:

1. – Простите, сэ́р. Где бюро информации?
– В зале.
– Спасибо.
– Пожалуйста.
2. – Простите, мисс. Скажите, пожалуйста, где можно выпить чашечку кофе?
– Напротив, в кафе.
– Спасибо.
– Пожалуйста.
3. – Послушайте, сэ́р. Не скажите, который сейчас час.
– 9.45
– Спасибо.
– Пожалуйста.

VI. Make short conversations in the following situations.

1. You and your friend are in London for the first time. Find out what the underground and bus fares are.
2. You've got on a bus. The ticket machine is far away from you. Ask someone to hand you a ticket.

3. You're on an underground train. You ask the passenger next to you to let you know when it will be your stop, Piccadilly Circus. He tells you and you get ready to get out.
4. Someone who has started work in your organization asks you what the boss is like. You don't want to discuss it with him.

UNIT III. GREETINGS



Morning!

What to say and how to behave.

I. Read and memorize the formulas of greetings.

| | |
|-------------------------------|------------------|
| How do you do. | Здравствуйте. |
| Hallo (hello, hullo). | Здорово, привет. |
| Cheerio! | Здорово. |
| Good morning. Morning. | Доброе утро. |
| Good afternoon. Afternoon. | Добрый день. |
| Good evening. Evening. | Добрый вечер. |

II. Read and dramatize the following dialogue. Work in pairs.

Ann: What must I say when I am introduced to someone?

Bill: Oh, just "How do you do?"

Ann: And what do they answer?

Bill: How do you do.

Ann: But it seems nonsense. I ask them a question about their health and they don't give an answer; instead they ask me a question which I don't answer.

Bill: Yes, I suppose it is rather strange, but we don't think of "How do you do?" as a question – it's just a greeting. If you really wanted to know about a friend's health you would say: "How are you?"

Ann: Oh, yes. I've heard that; and what do they answer?

Bill: "Very well", "Thank you". "How are you?"

Ann: And what do you say if you are not very well?

Bill: Just "Not very well" or "Not too well".

Ann: That's good. It's just what I wanted.

III. Choose the best answer.

1. When you meet someone who you know only slightly (in the morning) you say:
 - a) How do you do?
 - b) Good morning.
 - c) Hallo.
2. When you meet an acquaintance at about 12.30 p.m. you say:
 - a) Good morning.
 - b) Good afternoon.
 - c) Good day.

3. When you come into a room where there is a group of your fellow-students, you say:
 - a) Hallo.
 - b) Hallo, everybody.
 - c) Morning.
4. When a senior colleague asks, "How are you?" you reply:
 - a) Thank you.
 - b) Very well, thank you.
 - c) OK, thanks.
5. When your hostess says, "Nice to see you" you reply:
 - a) The same to you.
 - b) It's a pleasure.
 - c) Nice to see you too.

IV. Complete the open dialogues:

1. – Good morning, Mrs. Garland.
 –
 – I'm quite well, thank you. And how are you?
 –
2.
 – Morning, Frank.
 –
 – More or less all right, thanks and you?
 –
 – Bye.
 –

3. -

– Good afternoon, Mrs. Collins, nice day, isn't it?

–

4. – Hello, Charles.

–

– Absolutely wonderful, nice and warm. What's the weather forecast for tomorrow? Do you know?

V. Translate into English:

1. – Доброе утро, господин Джексон, как Вы себя чувствуете?

– Спасибо, хорошо, а Вы, господин Грин?

– Я тоже хорошо, спасибо.

2. – Привет, Майк. Рад тебя видеть, как живешь?

– Ничего, спасибо. Иду на работу. Увидимся позже.

– Пока.

3. – Добрый день, господин Хилл. Хороший день, не правда ли?

– День чудесный! Как Вы себя чувствуете?

– Хорошо. Спасибо, а Вы?

– Сегодня лучше, благодарю вас. До свидания.

– До свидания, был рад с Вами повидаться.

VI. What can you say in the following situations:

1. You greet your friend Nick. It's 6 o'clock in the morning. Nick answers your greeting.

2. You greet a businessman, Mr. Brown, whom you have never met before. It's 5 o'clock in the afternoon, Mr. Brown answers your greeting.

3. You meet your friend Kate. It's 8 o'clock in the morning. Kate answers your greeting.
4. You meet a lecturer, Mr. White, who is visiting your University. It's 10 o'clock in the morning Mr. White answers your greeting.

UNIT IV. GRATITUDE



What to say and how to behave.

- *I can never thank you enough.*
- *That's really nothing!*

I. Read and memorize the following formulas of gratitude:

| | |
|---|---|
| Thank you (very much). | Спасибо (большое спасибо). |
| Many thanks (rather formal) Thanks a lot. Thank you ever so much. | Большое спасибо. |
| I am very much obliged to you (more official). | Я вам очень признателен. Я вам очень обязан. |
| That's very kind of you. | Это очень любезно с вашей стороны. |
| Possible Replies | |
| Not at all. That's (quite) all right. Don't mention it. | Пожалуйста, не стоит благодарности. |
| That's really nothing. | Это пустяк. |
| It was a (real) pleasure (for me to do it). | Мне это доставило (большое) удовольствие. |
| The pleasure is entirely mine | Это я вас должен благодарить. |

II. Read and dramatize the following dialogues. Work in pairs.

1. *Jill:* Thank you so much for all you've done.

Brian: Don't mention it. I am glad I was able to help.

Jill: I don't know what I should have done without you.

Brian: It's really nothing.

Jill: Well, I hope you'll come to my flat-warming party.

Brian: That's very kind of you.

Jill: I'll let you know when I've fixed the date. Well, thank you again for your help.

Brian: It's a pleasure. Good-Bye.

2. *Stranger:* Excuse me. You left your handbag on the bench.

Brenda: Oh! Thank you very much.

Stranger: Don't mention it.

Brenda: I don't know how to thank you. It's got my purse and keys and address book and all sorts of things in it. How careless of me. Thank you very much indeed.

Stranger: Not at all.

III. Reply with thanks including any other words required by the situation.

1. Let me carry your bag.
2. Many happy returns of the day.
3. Here are the magazines I promised you.
4. Good luck!
5. I hope you'll soon feel better.
6. I've brought you some apples from our garden.

7. I'll press your skirt/trousers for you.
8. Have a sandwich.
9. I've done the washing-up.
10. Sit down, please.

IV. Complete the open dialogues:

1. - Thank you for the wonderful party.
-
2. - It's very kind of you to invite us to this premiere.
-
3. - Thanks for everything you've done for us.
-
4. - Could you tell me the time, please?
-
- Thank you.
-

V. Translate into English.

1. – Возвращаю вам вашу книгу. Прочел её с большим удовольствием.
Большое спасибо.
– Пожалуйста, не стоит благодарности.
2. – Вы не дали бы мне словарь на несколько часов?
– Пожалуйста, возьмите.
– Большое спасибо. Я верну его вечером.
3. – Ваша лекция доставила мне истинное удовольствие.
– Спасибо за то, что пришли послушать меня.
– Ну что вы, это я должен вас благодарить.

4. – Как любезно было с вашей стороны сообщить мне о предстоящей конференции. Я вам очень признательна.

– Не за что.

VI. Give an appropriate form of thanks for the following situations. Address a fellow-student, who then replies.

1. A friend gives you a birthday present.
2. A stranger shows you the way to your hotel.
3. A colleague gives you a lift.
4. A neighbour brings back your dog, which ran away yesterday.
5. A guest brings you some flowers.
6. A fellow-passenger tells you when you get off the bus.
7. A fellow-guest at a party passes you the salt.
8. Your brother lends you some money.

UNIT V. INTRODUCTIONS

What to say and how to behave.



Pleased to meet you!

I. Read and memorize the following formulas of introductions:

| | |
|---|--------------------------------------|
| May I introduce Mr. N? | Разрешите представить мистера N. |
| Allow me to introduce Mr. Smith to you? | Разрешите представить мистера Смита? |

| | |
|---|--|
| Allow me to introduce myself to you . I am Let me introduce myself to you . I'm | Разрешите представиться. |
| Will you introduce me to your friend, please. | Представьте меня вашему другу, пожалуйста. |
| Let me introduce you to Doctor M. | Разрешите представить вас доктору М. |
| Meet my friend, Doctor M. | Познакомьтесь, мой друг доктор М. |
| Possible Replies | |
| How do you do? Hallo. | Здравствуйте. |
| Glad to meet you. Pleased to meet you. | Рад познакомиться с вами. |

II. Read and dramatize the following dialogue. Work in pairs.

Kate: Hello, Terry. Nice to see you. Come on in.

Terry: Thanks. I'm not too early, am I?

Kate: No, of course, not. How are you?

Terry: I'm fine, thanks, Kate. And you?

Kate: Oh, can't complain. Here let me take your coat.

Terry: Thanks. How many people arrived yet?

Kate: Yes, quite a few. Oh, by the way, have you met Sally?

Terry: No, I don't think so.

Kate: Sally this is Terry.

Sally: Hello, Kate's told me a lot about you.

Terry: Nothing bad, I hope.

Kate: Anyway, Terry, come on into the other room and meet the others.

Terry: Yes, OK, thanks.

III. Replace these formal phrases with informal ones.

1. Life is fine with me. How are you?
2. Good afternoon Mr. Smith.
3. I don't believe you've met Miss Brown, have you?
4. How do you do?
5. It was very kind of you to invite us.
6. I'm very glad you could come.
7. Let me introduce Mr. Brown to you, Sally.

IV. Complete the open dialogues.

1. – Good morning, Mr. Smith. I'd like to introduce Mr. Tabakov to you.

–

– So am I.

2. *Mr. Black:* Good evening, Mr. Norris. Meet Mr. Popov, please.

Mr. Norris:

Popov: How do you do ?

Mr. Black:

3. *Mr. White:* Mrs. Norris, I'd like to introduce my Russian friend Mr. Ktorov.

Mrs. Norris:

Ktorov: How do you do ?

Mrs. Norris: How do you like London ?

Ktorov:

V. Translate into English:

1. – Разрешите представить Вам моего друга.
 - Рад познакомиться.
 - Я тоже.
2. – Представьте меня вашей сестре, пожалуйста.
 - С удовольствием. Маша, это мой приятель Владимир.
 - Здравствуйте.
 - Здравствуйте.
3. – Познакомься с моей мамой, Лена. Мама, Лена.
 - Здравствуйте.
 - Здравствуйте.
4. – Господин Смирнов, познакомьте меня с вашим коллегой, господином Петровым. Я много слышал о нем и хотел бы поговорить с ним.
 - Пожалуйста! Господин Петров, познакомьтесь, – это господин Иванов; мы вместе с ним кончали институт.
 - Очень рад.
 - Очень приятно.

VI. What can you say in the following situations.

1. You introduce yourself to Mrs. Baker.

2. A man, Mr. Brown, introduces himself to you. You answer the introduction.
3. Introduce your brother to your friend.
4. At the official reception you're introduced by a friend of yours to foreign students who are visiting this country.
5. You introduce your friend Oleg to guest-speaker, Mr. Brown. Mr. Brown answers the introduction.

UNIT VI. LEAVE-TAKING

What to say and how to behave.



See you tomorrow!

I. Read and memorize the formulas of Farewells:

| | |
|---------------------------|----------------------------|
| Good-bye. | До свидания. Прощайте. |
| Good-bye for the present. | |
| Bye-bye. | |
| Bye, Mr. Smith. | Прощайте. Всего хорошего. |
| Cheerio. | |
| So long. | До скорого свидания. Пока. |
| See you soon. | До скорой встречи. |
| See you later. | Увидимся позднее. |

| | |
|--|---|
| See you tomorrow. | До завтра. |
| I hope we'll see (be seeing) some more of you. | Надеюсь, вы еще не раз к нам загляните. |
| Good night. | Спокойной ночи. До свидания. |
| Remember me to ... Give my best regards to ... Give my love to ... | Передайте привет |

II. Read and dramatize the following dialogue. Work in pairs.

Carton: Well, I suppose, I'd better say good-bye.

Bright: Yes, it is a pity it had to end like this.

Carton: I'm grateful for what you've done for me.

Bright: Well, I did my best.

Carton: Of course you did. You couldn't have done more.

Bright: Have you any messages you'd like me to pass on?

Carton: Not really, M-m, you can give my regards to the Parkers.

Bright: Of course. Anybody else?

Carton: I think that's about all.

Bright: I must say we had some marvelous time together.

Carton: Yes we had, indeed.

Bright: Ah, well, I'd better be off.

Carton: Right. Thanks very much for all you've done for me. Good-bye.

Bright: That's all right. Good-bye.

Carton: Look after yourself.

Bright: I will. Good-bye.

III. Reply to the following phrases.

1. Good-bye.
2. Cheerio.
3. All the best.
4. See you at the meeting.
5. Bye for now.
6. Remember me to your mother.
7. Good-bye and good luck.
8. Be seeing you.
9. Good night.
10. Give my love to Marion.

IV. Complete the open dialogues:

1. – I'd like to say good-bye to you.
–
– I'm flying home on Tuesday.
–
2. –
– Oh, must you go so soon?
3. – When do you have an English class?
–
– Well, good-bye then. See you later.
–
4. –
– I'm afraid so. My mother isn't very well.

V. Translate into English:

1. – Боюсь, что мне нужно идти.
 - Неужели Вам нужно уходить так рано?
 - Боюсь, что да. У меня завтра семинар.
 - Успехов Вам. Передайте мои наилучшие пожелания Вашей маме.
2. – До свидания. Скоро увидимся.
 - До свидания. До скорой встречи.
3. – Я пришел попрощаться с Вами.
 - Когда Вы уезжаете?
 - Я вылетаю в четверг. До свидания.
4. – Боюсь, что я должен идти. По радио объявили о моём рейсе.
 - Какой выход?
 - Выход 9.
5. – Возьмите эту книгу. Она довольно интересная.
 - До свидания и всего наилучшего.
 - До свидания. Спасибо за все.

VI. What can you say in the following situations?

1. You have been giving a party in your flat for some of your friends. One of them – Jane – is about to leave.
2. You're visiting your friends. You've come to say Good-bye. You're flying home on Sunday. Your friend Tom is sorry you have to leave. He wishes you all the very best. You ask him to say good-bye to the rest of the family for you. Tom asks you to remember to look him up if ever you're in London.
3. You're at your friend's birthday party. It's getting late and you think you have to leave. He invites you to come back. You apologize and leave.

4. You're ringing Mary to say good-bye. You're leaving London for home. You're going to catch the 11.35 train. Mary says good-bye to you and asks you not to forget to keep in touch. You thank her for everything.

UNIT VII. REQUESTS

What to say and how to behave.



You would oblige me if...

I. Read and memorize the formulas of requests:

| | |
|---|--------------------------------------|
| Please ... Will you ... Will you please ... | Пожалуйста. |
| Be so kind as to ... | Будьте любезны. |
| Would you ... Would you, please. Would you be so kind as to ...? Would you mind (gerund) ...? Do you mind (gerund) ...? | Не будете ли вы любезны (так добры)? |
| Could you possibly ... please. | Не могли бы вы ..., пожалуйста. |
| Do you think you could ...? | Не могли бы вы ...? |
| Could you do me a favour? | Не сделаете ли вы мне одолжение? |
| May I trouble you for? | Могу я вас побеспокоить? |

| | |
|--|---|
| I should be much obliged if ... | Я был бы вам очень признателен, если бы ... |
| I'll thank you if ... | Я был бы вам благодарен, если бы ... |
| Possible Positive Replies | |
| Why, Yes. Certainly. Of Course. Sure. Naturally. | Конечно. Естественно. |
| Not at all. Not in the least. | Ничуть. Конечно, нет. |
| With pleasure. | С удовольствием. |
| By all means. | Конечно. Обязательно. |
| Most willingly. | Весьма охотно. |
| Here you are. Here it is. | Пожалуйста. |
| All right. Right. | Хорошо. |
| No trouble at all. | Ничуть не трудно |
| Possible Negative Replies | |
| (No,) I'm afraid I can't. | Боюсь, что не (с)могу. |
| (I'm) Sorry I can't. | К сожалению, не могу. |
| I'd rather not. | Пожалуй, нет. |

II. Read and dramatize the following dialogue. Work in pairs.

Tom: Hello, Dad. How did things go at the office today?

Mr. Bradford: Quite well. Nothing special happened. Is your mother in?

Tom: No, she went across the road half an hour ago to borrow some sugar from Mrs. Davis. Shall I go over and tell her you're at home?

Mr. Bradford: She'll be back soon, I expect. I wonder where she put my slippers?

Tom: She probably took them up to the bedroom, Dad. Would you like me to fetch them for you?

Mr. Bradford: No, it's all right. Here they are.

Tom: Dad, will you do me a favour, please?

Mr. Bradford: It depends on what it is.

Tom: May I borrow the car tomorrow night? I'm taking Janet to a party in Waterbury.

Mr. Bradford: Well, let me see ... All right, I'll lend you the car, Tom, if you don't drink too much. Then you can drive it home yourself.

Tom: Thanks, Dad. Can I telephone Janet and tell her it's all right?

Mr. Bradford: Yes, yes. But before you do, would you mind telling your mother I'm home? I'm hungry.

III. Turn the following commands into polite requests.

1. Close the door (to a fellow – student).
2. Tell me the time (to a stranger in the street).
3. Fetch my coat (to a friend).
4. Switch on the light (a teacher to a student).
5. Pass the sugar (to an acquaintance at a party).
6. Lend me your pen (to a teacher).
7. Sign this form (to a tourist).

8. Take the dog for a walk (to your brother).
9. Give me your telephone number (to a colleague).

IV. Complete the open dialogues.

1. - Do you think you could give me a lift?
-
2. - Would you mind waiting a moment?
-
3. - Would you be so kind as to show me the way?
-
4. - Will you give me a ring tomorrow morning about ten?
-
5. - Could you lend me a pound till Saturday?
-

V. Translate into English:

1. – Вы не будете так добры передать ей эту записку?
– С удовольствием.
2. – Будьте любезны, передайте вашей сестре, что ей звонил Ник.
– Хорошо.
3. – Когда у тебя занятия по английскому языку?
– Через полчаса. Пойдем в кафе и выпьем по чашечке кофе.
– Весьма охотно.
4. – Не хотите ли чашечку кофе?
– Спасибо, нет.
5. – Простите, передайте мне, пожалуйста, соль.

– Пожалуйста.

– Спасибо.

VI. Make up short conversations in the following situations.

1. Ask your friend to borrow his dictionary.
2. You have to work late but have an urgent letter to post. Ask a friend who's leaving to post it for you.
3. You've been ill for a week and want to catch up on the work you've missed. Ask one of your friends to give you some help.
4. You and your friend are in your student canteen. You'd like your friend to clear the table after a meal.

UNIT VIII. APOLOGIES

What to say and how to behave.



- *I am sorry.*

- *Oh, you are, are you?*

I. Read and memorize the formulas of apologies:

| | |
|-------------------------------|--------------------------|
| (I am) sorry. | Простите, виноват. |
| So sorry. | Я так виноват. |
| Forgive me. Pardon me. | Простите меня. |
| I beg your pardon. Pardon. | Простите. Прошу прощения |

| | |
|--|---------------------------------|
| Excuse me. | Простите меня. Извините меня. |
| Excuse me for a moment. | Простите, я на минутку (выйду). |
| Excuse me I won't be a moment (a second). Excuse me I shan't be long. | Я скоро вернусь. |
| Excuse me to ... Give my excuses to... | Извинитесь за меня (перед) ... |
| Would you mind ... | Простите меня, ... |
| ... if you don't mind my saying so. | Простите меня, но ... |
| I must apologize. | Я должен извиниться. |
| Excuse me for being late. | Извините меня за опоздание. |

II. Read and dramatize the following dialogue. Work in pairs.

Wife: You didn't ring me last night. You said you would.

Husband: I'm sorry.

Wife: And why were you so rude to me at lunch?

Husband: Was I? Sorry. I didn't mean to be.

Wife: And why are you yawning now? Are you bored?

Husband: Forgive me, darling. I'm terribly tired. (I'm terribly, awfully sorry).

III. Choose the best answer.

1. When you want to get to the front of the bus, pass some standing passengers, you say:

- a) Sorry.
- b) I beg your pardon.
- c) Excuse me.

2. When you tread on someone's toe, you say:
 - a) I must apologize.
 - b) I'm so sorry.
 - c) I beg your pardon for treading on your toe.
3. If a senior colleague apologized for keeping you waiting, you say:
 - a) That's OK.
 - b) That's quite all right.
 - c) Don't mention it.
4. If you have not heard what someone said, you say:
 - a) Sorry.
 - b) Excuse me.
 - c) Repeat it, please.
5. If you have to interrupt someone in his work because you need his help or advice, you begin by saying:
 - a) I beg your pardon.
 - b) I'm sorry to trouble you.
 - c) May I interrupt you?

IV. Complete the open dialogues.

1. - ... I must be going. I've got to be at home at five.
 - Remember me to your wife.
 -
 - Good-bye.
 -
2. - ... have you a light?
 - I'm afraid, I haven't got any.

3. - ... may I smoke here?
- ... Yes, do please.
- Thank you.
4. - ... I've left your text-book.
- Don't worry, that's all right.

V. Translate into English:

1. – Простите, что побеспокоил вас.
– Ну, что вы. Какое беспокойство. Очень рада была вас видеть.
2. – Извините, что опоздал.
– Ничего, мы рады, что вы смогли прийти. Садитесь, располагайтесь поудобнее. Спектакль уже начался.
– Спасибо.
3. – Простите за беспокойство, не дадите ли вы мне номер телефона ближайшей больницы?
– Пожалуйста, запишите.
– Спасибо, записываю.
4. – Извините, что не принес вам журнал, я забыл его дома.
– Ничего. Принесите его завтра, если можете.
– Конечно, принесу.
5. – Простите. Передайте, пожалуйста, соль.
– С удовольствием.
– Спасибо.
– Не за что.

VI. Make up short conversations in the following situations.

1. Apologize for arriving late for a meeting, give an excuse.

2. You had a dental appointment but forgot all about it. Phone up your dentist to apologize.
3. You have to break a promise to go to a party because you have to complete an important report. Call your friend and apologize.
4. You borrowed a book from a friend months ago and now he's asking you to return it. Apologize and promise to do so.

UNIT IX. SUGGESTIONS, INVITATIONS

What to say and how to behave.



Will it be all right for you?

I. Read and memorize the formulas of suggestions, invitations:

| | |
|---|---|
| I suggest (advise, recommend) you (should) do smth. | Я предлагаю вам (тебе)... |
| I think (believe) you should buy... | Вам бы следовало купить... |
| May I ... Allow me ... Let me ... | Разрешите посоветовать вам... |
| I wonder if I could advise (suggest) you... | Могу ли я посоветовать (предложить) вам...? |

Possible Replies

| | |
|---------------------|-----------------------|
| I'll think it over. | Я подумаю. |
| I'll do my best. | Сделаю все возможное. |

| | |
|---|--|
| Thank you for advising me. Thanks for your advice. | Спасибо за ответ. |
| What about... How about... | Как на счет того, чтобы... |
| What are you doing? | Что вы делаете? |
| What have you got on? | Чем вы заняты? |
| Have you got anything special on? Have you got anything special to do? | Вы заняты чем-нибудь особенным? |
| What are your plans for ...? | Есть ли у вас какие-нибудь планы на ...? |
| May I invite you to ...? | Разрешите пригласить вас на ...? |
| May I take you out? | Не хотите ли вы куда-нибудь пойти? |
| I'd like you to come round. | Мне бы хотелось, чтобы вы зашли ко мне. |
| Will that suit you? Will it be all right with you? | Вас это устроит? |
| Would you care to? | Не хотели бы вы? |
| Agreed? Settled? | Договорились, согласен? |

Positive Replies

| | |
|-------------------|--------------------------|
| All right. | Хорошо. |
| With pleasure. | С удовольствием. |
| (Most) willingly. | (Весьма) охотно. |
| That's fine. | Прекрасно, замечательно. |

| | |
|-------------------------------|--------------------------------|
| That's a good idea. | (Это) хорошая мысль. |
| Not a bad idea. | Неплохо. |
| Yes, I'd love to. | Мне бы очень хотелось. |
| Nothing would please me more. | Я бы не желала ничего лучшего. |

Negative Replies

| | |
|--------------------------|-----------------------------|
| I'm afraid I can't. | Боюсь, что не смогу. |
| I'm afraid I'm busy. | Боюсь, что занят. |
| I'm sorry but I can't. | Очень сожалею, но не смогу. |
| I'm booked up every day. | У меня все дни заняты. |
| I wish I could but... | Мне хотелось бы, но... |

II. Read and dramatize the following dialogue. Work in pairs.

Peter: Excuse me for asking, are you doing anything special at the weekend?

Mary: Well, I don't really know what I'm going to do. As a matter of fact, I haven't really thought about it.

Peter: Would you like to play tennis with us on Saturday?

Mary: Yes, I would. What a good idea.

Peter: Would you like to play singles or doubles?

Mary: Let's play singles and then the best boy can play with the best girl. Would you like that?

Peter: Yes, we would. Let's do that.

III. Suggest the following to one of your friends or make up invitations.

- 1) taking a taxi;
- 2) having a rest;
- 3) going to the Hermitage;

- 4) coming to supper today;
- 5) spending the weekend;
- 6) sending a telegram;
- 7) listening to the tape-recorder.

IV. Complete the open dialogues.

1. – What shall we do tonight?

-
- Sorry, but I can't.
-

2.-

- Why not go to the south this year?
-
- Have you got any definite ideas?
-
- Yes, let's do that.

3. -

- No, I don't think so. Why?
-
- Thank you. That would be nice. What time?
-

4. – I wonder whether you'd like to go to the party with me.

-
- That's a pity. Well, perhaps we could go some other time.

V. Translate into English.

1. – Вы заняты сегодня вечером?

- Да, занят, у меня деловое свидание.
 - Жаль. Я хотел вас пригласить в кино.
2. – Вы не хотели бы завтра посмотреть новый балет "Пушкин"?
- С большим удовольствием.
 - Тогда позвоните мне и мы договоримся о месте и времени встречи.
 - Спасибо, позвоню.
3. – Когда мы встретимся?
- В семь часов завтра. Вас это устраивает?
 - Вполне устраивает, спасибо.
 - Мне за вами заехать?
 - Да, пожалуйста.
 - Договорились.
 - Спасибо.

VI. Make up conversations in the following situations.

1. Someone asks you for suggestions for a birthday party: when and where to have it; whom to invite; what food to serve, what kind of music to have. Make practical suggestions.
2. You are on your summer vacations. A friend who would like to spend this summer with you asks you to suggest where to go and stay, how long to stay, etc. Make suggestions. Try to make them attractive.
3. You've been ill and are on a diet. A friend asks you to have lunch with him/her in a restaurant. Decline, explaining the reason.
4. Some friends have invited you to spend the weekend with them. Accept happily.

UNIT X. COMPLIMENTS



- *I wish I had your talent!*
 - *Really?*

What to say and how to behave

I. Read and memorize the formulas of complimenting:

| | |
|--|--|
| You are ... a good cook. | Хорошая кухарка. |
| You are so kind. | Вы так добры. |
| I wish I had your talent. | Мне бы Ваш талант (Я бы хотела иметь такой талант) |
| You've got a nice (beautiful, wonderful, lovely) garden. | Какой у Вас красивый сад. |
| That (What) a nice/lovely/beautiful dress you are wearing. | Какое на Вас красивое платье. |
| You were great (superb, magnificent). | Вы были великолепны. |
| I must say you really have a good taste in clothes. | Я должна сказать, что у Вас хороший вкус в одежде. |
| You are so good at... | Вы преуспеваете в ... |
| Possible Replies | |
| Do you really think so? | Вы на самом деле так думаете? |
| Oh, I wouldn't say that. | Ну, я бы так не сказала. |
| Do you like it? | А Вам нравится? |

| | |
|------------------------|---------------------------|
| I'm glad you like it. | Я рада, что Вам нравится. |
| Do I? Does it? Really? | Разве? |

II. Read and dramatize the following dialogue. Work in pairs.

Anne: Hallo there!

Mary: Oh! Hallo, Anne. How glad I am to see you. Those are very nice-looking shoes you are wearing!

Anne: Do you really like them? Do you think they match my handbag?

Mary: Yes, they do. And they go well with your hat, too.

Anne: Thank you. And you're looking very smart in that new raincoat.

Mary: Do you think it suits me?

Anne: Yes, and I like the colour, too. How much did you pay for it?

Mary: I bought it for £15 in a sale.

Anne: You got a bargain there.

III. Using the hints given in the brackets compliment a friend on:

- 1) his tie (very fashionable, matches his suit perfectly);
- 2) the collection of stamps he/she has shown you;
- 3) his/her coat (very good cut and colour);
- 4) having a good memory;
- 5) having a lot of patience;
- 6) new jeans he is wearing (look fabulous);
- 7) good looks (superb today).

III. Complete the open dialogues:

1. - You're looking very smart in that new jacket.

-

- Yes, and I like the colour, too.

2. - What a nice pullover!

-

- Yes, and it matches your shirt perfectly.

-

- I got it for £10 in a sale.

-

IV. Translate into English:

1. - Вы такой надежный человек!

- Да я бы так не сказал.

2. - Какие красивые на Вас перчатки!

- А Вам они действительно нравятся?

- Да, и прекрасно подходят к Вашей сумочке.

- Вы знаете, я их купила за 5 фунтов.

- Ну, очень недорого.

V. What can you say in the following situations:

1) a friend of yours has a real talent for management;

2) your father is an easy person to deal with;

3) your sister is a very good dancer;

4) a fellow-student sitting next to you is very good at crosswords;

5) your mother is wearing a new jacket;

6) your teacher has a sense of humour.

UNIT XI. ADVICE

What to say and how to behave.



Don't get angry about it!

I. Read and memorize the formulas of giving advice:

| | |
|--|---|
| To give advice | Давать советы |
| To take someone's advice | Слушаться чьего-либо совета |
| Take it easy. | Смотрите на вещи проще. Не волнуйтесь. |
| Mind your own business. | Не вмешивайтесь в чужие дела. |
| Don't let him down. | Не подводите его. |
| Don't let that upset you. | Пусть это вас не расстраивает. |
| If I were you , I'd... | Если бы я был на вашем месте, я бы... |
| You'd better (not)... | Вам бы лучше ... |
| You must ... You have to ... You've got to ... | Вам надо... |
| I don't think you should/ought | Я не думаю, что Вам следует... |
| Possible Replies | |
| (Yes) I suppose I'd better... I should... | Да, полагаю, что мне бы лучше ... |

| | |
|---|---|
| I think you are right. | Думаю, что вы правы. |
| I don't think that's a very good idea. | Не думаю, что это хорошая мысль. |
| I'm afraid I can't I haven't got time it's too late | Боюсь я не могу у меня нет времени слишком поздно |
| Why not? | Почему бы нет? |

II. Read and dramatize the following dialogue. Work in pairs.

Mr. Brown: If I were you, I wouldn't see too much of young Mike.

Susan: Why shouldn't I? What's wrong with him?

Mr. Brown: Well if you were older, you'd understand.

Susan: And if you were younger, perhaps, you might like him.

Mr. Brown: You're just starting a new job. If I were in your place, I'd be very careful in choosing my friends.

Susan: If you were in my place, you wouldn't choose differently.

Mr. Brown: Young people aren't what they were. If I were Minister of Education I'd do something about it.

Susan: If I were Queen, I'd have young Minister of Education.

III. Advise someone who says to you:

1. I'm nearly always late for work.
2. I'm afraid I shall fail in –my English exam.
3. My work is very boring.
4. I don't know where to spend my holiday this year.
5. I've got a terrible headache.
6. I told my mother to mind her own business.
7. I don't know whether to specialize in linguistics or literature.

IV. Complete the open dialogues:

1. - I'm putting on weight
-
- I suppose I should. But I haven't got enough willpower.
2. - It takes me over an hour to get to work.
-
- I'd rather not. You see, I enjoy my work.
3. - My room's so cold.
-
- That's a good idea.

V. Translate into English:

1. - Как насчет того, чтобы пригласить гостей в воскресенье?
- Послушай, а не лучше ли тебе устроить этот прием в субботу.
2. - Тебе давно пора написать домой. Не откладывай на завтра то, что можно сделать сегодня.
- Ладно. Завтра же напишу.
3. - Я поправилась на 5 килограмм в прошлом месяце.
- Вам следует сесть на диету.
- Думаю, что надо.

VI. Make up short conversations in the following situations:

1. You've no idea how to furnish your new room.
2. You are in two minds how to spend your holiday.
3. You wonder what you might cook for dinner.
4. You are going to the South and want some advice on what things to pack up.
5. You are at a loss how to get rid of a bad cold.

UNIT XII. AGREEMENT AND DISAGREEMENT



I fully agree.

What to say and how to behave.

I. Read and memorize the formulas of agreement and disagreement:

| | |
|---------------------------|--|
| I agree. | Я согласен. |
| I fully agree. | Я вполне согласен. |
| I agree with you. | Я согласен с вами. |
| I am of the same opinion. | Я того же мнения. |
| That's all right. | Хорошо. Правильно. |
| That's it. Quite so. | Вот именно. Да так оно и есть. |
| I should think so. | Ещё бы. |
| That's right. | Правильно. |
| I see. | Понятно, ясно. |
| By all means. | Обязательно. |
| No. | Нет. |
| I disagree with you. | Я не согласен с вами (в этом вопросе). |
| I'm against it. | Я против. |
| You are mistaken. | Вы ошибаетесь. |
| You are wrong. | Вы неправы. |
| Far from it. | Совсем не так. |

| | |
|---------------------------|-------------------------------|
| Not in the least. | Ни капельки. |
| It's out of the question. | Об этом не может быть и речи. |
| Impossible. | Невозможно. |
| Nothing of the kind. | Ничего подобного. |
| On the contrary. | Наоборот. |
| Nonsense. Rubbish. | Чепуха, ерунда, вздор. |

II. Read and dramatize the following dialogue. Work in pairs.

Roger: Well, that was certainly one of the best plays of the season, wasn't it?

Janet: Oh, I wouldn't say that, but the acting was really good.

Roger: So you don't think much of the play itself, then?

Janet: No, I don't. It's not true to life. Nothing like that ever happens in real life.

Roger: I'm afraid, I don't agree with you there. I really enjoyed it.

III. Agree or disagree with the following statements, taking into consideration, who is speaking (the speaker is given in brackets).

1. (a friend) David is very clever.
2. (a neighbour) We had a very good summer last year.
3. (your sister) Diana wears too much make-up.
4. (a fellow-student) Hellen is a very good cook.
5. (an acquaintance) The orchestra played very badly.
6. (a colleague of the same age) This room is too small for the meeting.
7. (a teacher) It's a fascinating exhibition.

IV. Complete the open dialogues.

1. – It's a beautiful day.
–
2. –
– Quite so.
3. – Most people spend too much time watching TV.
–
4. – There are hardly any vitamins in cabbage.
–
5. – Ann didn't go to the meeting.
–
6. – His English is perfect.
–

V. Translate into English

- 1.– Боюсь, что завтра будет дождь.
– Напротив, день будет хороший. Я слышала сегодня прогноз погоды.
- 2.– Не понравился мне этот фильм. Дешевый детектив.
– Ничего подобного. Вы просто не поняли его.
- 3.– Можно я ещё немного почитаю?
– Об этом не может быть и речи. Уже двенадцать, а тебе надо вставать в шесть часов.
- 4.– Ты, наверное, очень устал?
– Ни капельки.

5. – Я пойду на вокзал пешком.

– Ни в коем случае. Это очень далеко.

VI. Make up conversations in the following situations.

1. Your cousin is 25 years old. She is a university graduate. She has met a man who is impatient to marry her, she loves him too, but she doesn't want to marry him right now because she has to finish postgraduate studies. Agree or disagree with her decision.
2. Your friend who is 19 years old wants to move out of his parents home. He has a job so he thinks that he could support himself. Agree or disagree with his intention.
3. You want to go to the Far East in the summer. Your mother disagrees with your desire.
4. Your teacher says that English is difficult because it has so many exceptions. Express your opinion.

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Методическая разработка по обучению устной речи
на английском языке

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