Grammar 9.- Functions

Making invitations

Do you know how to invite someone to go to the cinema or to go for a walk?

Here are some expressions you can use:

Inviting:

- Do you want to go to the cinema tomorrow?
- Would you like to go to a party tonight?
- Would you be interested in going to the museum next Saturday? (formal)
- How do you fancy going to an Indian restaurant for dinner?
- How about going to the theatre?
- We were just wondering if you would like to come over for lunch. (formal)
- I'd be delighted to have you over for a drink. (formal)

Accepting invitations:

- Sure. What time?
- I'd love to, thanks.
- That's very kind of you, thanks. (formal)
- That sounds lovely, thank you.

Declining invitations:

- I can’t. I’ve got work to do.
- I'm really sorry, but I’m busy tomorrow
- That's very kind of you, but I’ve got an appointment. (formal)
- Well, I'd love to, but I'm doing something else this evening. (formal)
- I really don't think I can.

Apologizing

To apologize is to tell someone that you are sorry for having done something wrong, or misunderstood that has caused him inconvenience or unhappiness.
Making apologies:

- I’m (so/terribly/awfully) sorry for my being late.
- I apologize for my late arrival.
- I'd like to apologize for forgetting about the meeting. (formal)
- It's all my fault.
- I must apologize for my being late.
- Please, forgive me for spoiling the cake.
- Excuse me for my late arrival.
- Please, accept my apologies for forgetting about the meeting. (formal)

Accepting apologies:

- That's all right.
- Never mind.
- It doesn't matter.
- Don't worry about it.
- Don't mention it.
- That's OK.
- Forget about it.

Suggestions

Making suggestions:

- Let’s play computer games.
- What about going to the swimming pool tomorrow?
- How about going to the park?
- Why don't we go to the cinema?
- We could go to a concert.
- Shall we have a party?

Accepting suggestions:

- That’s a great idea
- That sounds like a good idea.
- What a good idea!
- Yes, I'd like to.
- Yes, I'd love to.

Refusing suggestions:

- No, I'd rather not.
- I don't feel like it.
- What an awful / bad idea!
- I dislike going to the cinema.

Remember:

1. The verb suggest can be followed by:

   - should + verb = I suggest (that) we should go to the basket match.
   - a verb (in the subjunctive form) = I suggest (that) we go to the basket match.

2. That is optional:

   I suggest that we should go dancing. / I suggest we should go dancing.

**Making requests**

It's important to be polite when you ask for something.

**Making a request:**

- Can you lend me your dictionary, please?
- Will you close the window, please?
- Could you show me the way to the library, please? (polite)
- Would you help me with the History project, please?
- Would you mind speaking louder, please? (polite)
- May I speak to Mr. Smith? (polite)

**Responding to a request:**

- Sure, here you are.
- Okey.
- No, I'm sorry I need it
- I'm afraid I can't.

Remember:

1. "Would you mind..." is followed by a gerund (verb+ing)

   Example: Would you mind lending me your book?
2. The response to the following request *Would you mind giving me your book?* is either:

- *No, I don't mind* (which is a **positive response** to the request. It means that I accept to lend you my book) or:
- *Yes* (which is a **negative response** to the request. It means that I don't want to lend you my book.)

3. **Could** an **May** are more polite than **can**.

**Grammar 9.- Functions**

**Exercises:**

I) Identify the dialogues. Do they refer to invitations, apologies, suggestions or requests?

1- A: I’m having a birthday party next Saturday. Do you want to come?
   B: Sure. I’d love to!

2- A: Would you mind calling back later?
   B: No, certainly not.

3- A: I'm very sorry for stepping on your foot!
   B: Don't worry about it. It's very crowded on this bus.

4- A: Why don’t we go to the cinema to watch “Twilight”?
   B: No, let’s not. We’ve seen that film many times before. How about going to the basket match? My brother is playing!
   A: Yes, What a good idea!

5- A: Could I have another order of white coffee?
   B: Yes madam, I’ll take care of that right away
6- A: I´m sorry for my mistakes on this questionnaire.
   B: That´s why you take questionnaires - to learn!

7- A: We´d be delighted to have you over for tea this afternoon.
   B: That´s very kind of you, but I´ve got an appointment

8- A: My cousin is coming from Málaga on Friday.
   B: Great!
   A: What shall we do in the evening?
   B: Let´s go to the disco.
   A: Yes, that sounds like a good idea!

II) Choose the best option for each sentence.

1- Hey Tom, ________________ go to the concert with us?
   a) Would you like to   b) how about   c) shall   d) do you like

2- So, we all want Chinese, right? ________________ that restaurant near
   the museum?
   a) Shall   b) do you like   c) let´s   d) how about

3- Linda, ________________ you close the window, please? It´s cold in here.
   a) would   b) could   d) shall   d) can

4- A: I´m sorry about this mess. I didn´t have time to tidy my room.
   B: ________________
   a) Thanks, I´d love to   b) Sure, here you are   c) Never mind   d) That´s a
great
   idea

5- What can we do this afternoon? ________________ we watch the tennis
   match in a pub.
   a) Let´s   b) Shall   c) How about   d) Would you like to
6- ________________ come to sleep over to my place on Saturday? Mary is coming too.
   a) Shall   b) Would you like   c) How about   d) Do you want to

7- Jane called and said she’s going shopping. ________________ going with her?
   a) How about   b) Do you like to   c) Shall   d) Let’s

8- Jim, ________________ you help me with this Maths exercise, please?
   a) may   b) shall   c) can   d) could
Grammar 9.- Functions

Exercises: Answer key.

I) Identify the dialogues. Do they refer to invitations, apologies, suggestions or requests?

1- Invitations.
2- Requests.
3- Apologies.
4- Suggestions.
5- Requests.
6- Apologies.
7- Invitations.
8- Suggestions.

II) Choose the best option for each sentence.

1- Hey Tom, _________ a)__________ go to the concert with us?
   a) Would you like to  b) how about  c) shall  d) do you like

2- So, we all want Chinese, right? _________d)__________ that restaurant near the museum?
   a) Shall  b) do you like  c) let`s  d) how about

3- Linda, _______d)_________ you close the window, please? It`s cold in here.
   a) would  b) could  c) shall  d) can

4- A: I`m sorry about this mess. I didn`t have time to tidy my room.
   B: __________c)__________

   a) Thanks, I`d love to  b) Sure, here you are  c) Never mind  d) That`s a great idea
5- What can we do this afternoon? ________ b) _________ we watch the tennis match in a pub?

6- ________ d) _________ come to sleep over to my place on Saturday? Mary is coming too.
   a) Shall  b) Would you like  c) How about  d) Do you want to

7- Jane called and said she’s going shopping. ________ a) _________ going with her?
   a) How about  b) Do you like to  c) Shall  d) Let’s

8- Jim, ________ c) _________ you help me with this Maths exercise, please?
   a) may  b) shall  c) can  d) could