

Functional language: quick reference

FIRST PASS · All 47 functions and all 308 exponents

C · Consolidate: retrieve familiar useful language. B · Build your B2 range: add alternatives and pragmatic flexibility. Both remain valid at B2. Choose a small active set; this is a reference, not a memorisation assignment.

Find an item in the digital or developed bank using its stable code, for example F20.B3. Star = a selected task-use priority; IC = interaction core. Neither promises exam content or awards marks for a phrase.

Everyday social interaction			
Code / use	Function	C · Consolidate	B · Build your B2 range
F01	Greeting, introducing and leaving	C1 Hi. How are you? [neutral] C2 This is... [neutral] C3 Nice to meet you. [neutral] C4 It was nice talking to you. [neutral] C5 Hey! How's it going? [informal · North American default; also used elsewhere] C6 Good, thanks. You? [neutral conversational] C7 Pretty good. How about you? [neutral conversational] C8 Not bad. How about yourself? [conversational] C9 Nice to see you! [neutral friendly] C10 What's up? - Not much. You? [informal · common in North America] C11 See you later! / Take care! [conversational friendly]	B1 I don't think you two have met. [neutral] B2 I'd better get going. [conversational] B3 Can't complain. How about you? [conversational · understated positive] B4 How have you been? [neutral friendly] B5 Same old, same old. [informal · familiar; can sound tired or humorous] B6 I've been better. [conversational · invites a concerned response] B7 Not great, honestly. [conversational · candid] B8 Good to catch up. Let's keep in touch. [conversational friendly] B9 Alright? - Yeah, you? [UK · informal greeting; recognition alternative]
F02	Thanking and responding	C1 Thanks for + -ing [neutral] C2 You're welcome. [neutral] C3 No worries. [informal friendly]	B1 I really appreciate... [neutral] B2 No problem. [conversational]
F03	Apologizing and accepting an apology	C1 I'm sorry for + -ing [neutral] C2 That's OK. [conversational] C3 Don't worry about it. [conversational reassuring]	B1 I shouldn't have + past participle [neutral] B2 I'll... [neutral;repair]
F04	Congratulating and wishing well	C1 Congratulations on...! [neutral] C2 Good luck with...! [neutral] C3 I'm really pleased for you. [neutral] C4 I hope it goes well. [neutral] C5 That's awesome! [informal · common in North America]	B1 Good for you! [conversational encouraging; tone can also sound sarcastic]
F05	Responding to a sneeze	C1 Bless you! [neutral]	-

Everyday social interaction

Code / use	Function	C · Consolidate	B · Build your B2 range
F06	Showing sympathy, concern and condolences	C1 I'm sorry to hear that. [neutral] C2 Are you OK? [neutral] C3 Oh no! That's a shame. [conversational sympathetic] C4 That sounds rough. [informal empathetic] C5 I hope you feel better soon. [neutral caring]	B1 That sounds... [neutral] B2 That must be... [neutral] B3 I'm so sorry for your loss. [neutral respectful · spoken or written] B4 My condolences to you and your family. [formal respectful · often written] B5 Do you want to talk about it? [conversational caring · give the person a choice] B6 Is there anything I can do? [neutral supportive]

Preferences, feelings and personal attitudes

Code / use	Function	C · Consolidate	B · Build your B2 range
F07	Expressing likes and dislikes	C1 I really like + noun/-ing [neutral] C2 I enjoy + -ing [neutral] C3 I don't like + noun/-ing [neutral] C4 I can't stand + noun/-ing [conversational;strong]	B1 I'm quite keen on... [particularly UK · conversational; North American alternative: into] B2 I'm not particularly keen on... [particularly UK · conversational; North American alternative: into] B3 I'm a big fan of... [conversational] B4 I'm not really into... [informal] B5 ...isn't really my thing. [conversational] B6 What I like most about...is... [neutral]
F08 *	Comparing preferences and choosing	C1 I prefer X to Y. [neutral] C2 I prefer -ing to -ing. [neutral] C3 I'd prefer to... [neutral] C4 I'd rather... [neutral]	B1 I'd much rather...than... [neutral] B2 I'd rather not... [neutral] B3 Given the choice, I'd... [neutral] B4 I'd go for... [conversational] B5 I don't mind... [neutral] B6 I'm happy with either. [neutral]
F09	Expressing feelings and reactions	C1 I'm excited about... [neutral] C2 I'm disappointed that... [neutral]	B1 I was surprised by... [neutral] B2 It's a relief to... [neutral] B3 I find it frustrating when... [neutral] B4 I was impressed by... [neutral]
F10	Expressing hope and concern	C1 I hope... [neutral] C2 I'm worried about... [neutral]	B1 I'm hoping to... [neutral] B2 What worries me is... [neutral] B3 My main concern is... [neutral] B4 There's a risk that... [neutral]
F11	Expressing ability and limitations	C1 I can/can't... [neutral] C2 I find it difficult to... [neutral]	B1 I managed to... [neutral] B2 I don't feel confident + -ing [neutral] B3 I'm not in a position to... [neutral/formal]

Information, description and explanation			
Code / use	Function	C · Consolidate	B · Build your B2 range
F12 *	Asking for factual information	C1 Could you tell me...? [neutral] C2 Do you know if...? [neutral]	B1 I'd like to know... [neutral/formal] B2 Could you give me some details about...? [neutral] B3 Could you talk me through...? [neutral;spoken] B4 What does...involve? [neutral]
F13	Identifying and describing	C1 It's a kind of... [neutral] C2 It's the one that... [neutral] C3 It's used for + -ing [neutral]	B1 What makes it different is... [neutral] B2 The main feature is... [neutral] B3 It's similar to..., but... [neutral]
F14 *	Comparing and evaluating options	C1 ...is more/less...than... [neutral] C2 ...isn't as...as... [neutral]	B1 One advantage of...is... [neutral] B2 The main drawback is... [neutral] B3 Compared with...,... [neutral] B4 ...whereas... [neutral] B5 ...would be better suited to... [neutral] B6 It depends on... [neutral]
F15 *	Reporting and narrating events	C1 What happened was... [neutral;spoken] C2 While I was...,... [neutral] C3 In the end,... [neutral]	B1 It all started when... [conversational] B2 By the time...,... [neutral] B3 As it turned out,... [neutral] B4 What struck me most was... [neutral] B5 Looking back,... [neutral]
F16 *	Explaining reasons and consequences	C1 That's because... [neutral] C2 ...because of... [neutral]	B1 The main reason is that... [neutral] B2 One reason for...is... [neutral] B3 This means that... [neutral] B4 As a result,... [neutral]
F17 *	Expressing certainty and speculation	C1 I'm not sure, but... [neutral] C2 It might/could be... [neutral] C3 It's probably... [neutral]	B1 It must be... [neutral] B2 It can't be... [neutral] B3 There's a good chance that... [neutral] B4 As far as I can tell,... [neutral] B5 I wouldn't be surprised if... [neutral]
F18	Correcting and qualifying information	C1 Actually,... [neutral] C2 That's not quite right. [neutral]	B1 To be more precise,... [neutral] B2 That's true in some cases, but... [neutral]
Opinions and discussion			
Code / use	Function	C · Consolidate	B · Build your B2 range
F19 *	Giving and asking for an opinion	C1 I think... [neutral] C2 In my opinion,... [neutral] C3 What do you think about...? [neutral] C4 Personally, I'd... [neutral]	B1 The way I see it,... [neutral;spoken] B2 I tend to think... [neutral] B3 I'd say... [neutral] B4 What do you make of...? [conversational]

Opinions and discussion			
Code / use	Function	C · Consolidate	B · Build your B2 range
F20 * IC	Developing and supporting a view	C1 ...because... [neutral] C2 For example,... [neutral]	B1 What I mean is... [neutral] B2 A good example of this is... [neutral] B3 This matters because... [neutral] B4 What this means in practice is... [neutral] B5 Another point to consider is... [neutral] B6 If..., then... [neutral]
F21 *	Agreeing and building on an idea	C1 I agree. [neutral] C2 Exactly. [neutral] C3 I think so too. [neutral] C4 Absolutely. [neutral conversational · strong agreement]	B1 That's a good point. [neutral] B2 I'd go along with that. [conversational] B3 Yes, and I'd add that... [neutral] B4 That ties in with... [neutral] B5 I agree with you on... [neutral]
F22 *	Agreeing partly and conceding a point	C1 I agree up to a point, but... [neutral] C2 That may be true, but... [neutral]	B1 I take your point, but... [neutral] B2 Having said that,... [neutral]
F23 *	Disagreeing and challenging a view	C1 I'm not sure I agree. [neutral] C2 I don't think that's true. [neutral]	B1 I'm not convinced that... [neutral] B2 I see it differently. [neutral] B3 I'm not so sure about that. [neutral conversational · softened disagreement]
F24	Evaluating behavior and decisions	C1 That seems fair/unfair. [neutral] C2 I don't think that's acceptable. [neutral]	B1 I support... [neutral] B2 I have reservations about... [neutral/formal]
Requests, proposals and practical action			
Code / use	Function	C · Consolidate	B · Build your B2 range
F25 *	Making requests and responding	C1 Could you...? [neutral] C2 Of course. [neutral] C3 I'm sorry, but I can't... [neutral]	B1 Would you mind + -ing? [neutral;careful] B2 No, not at all. [neutral;response to mind] B3 Do you think you could...? [neutral] B4 I was wondering if you could... [careful;often written] B5 I'd appreciate it if you could... [formal;written]
F26	Asking for and giving permission	C1 Can I...? [conversational] C2 Is it OK if I...? [neutral] C3 Of course. Go ahead. [neutral]	B1 Would you mind if I...? [neutral;careful] B2 No, not at all. [neutral;granting permission] B3 I'm afraid that isn't possible. [neutral/formal]
F27 * IC	Suggesting and responding to suggestions	C1 Why don't we...? [neutral] C2 How about + -ing? [neutral] C3 We could... [neutral] C4 That sounds good. [neutral]	B1 One option would be to... [neutral] B2 It might be worth + -ing [neutral] B3 What if we...? [neutral] B4 I'm not sure that would work because... [neutral]

Requests, proposals and practical action			
Code / use	Function	C · Consolidate	B · Build your B2 range
F28	Inviting, accepting and declining	C1 Would you like to...? [neutral] C2 I'd love to. [neutral] C3 Thanks, but I can't. [neutral]	B1 Would you be interested in + -ing? [neutral] B2 I'd love to, but... [neutral] B3 Could we do it another time? [neutral] B4 I'm not sure I can make it. [conversational polite]
F29	Offering help and responding	C1 Can I help you with...? [neutral] C2 Yes, please. / No, thanks. [neutral]	B1 Would you like me to...? [neutral] B2 I'd be happy to... [neutral] B3 Thanks, but I've got it. [conversational]
F30	Giving advice	C1 You should... [neutral] C2 If I were you, I'd... [neutral]	B1 You might want to... [neutral;tentative] B2 You'd be better off + -ing [neutral;spoken] B3 I'd recommend + -ing [neutral] B4 Have you thought about + -ing? [neutral]
F31	Warning and reminding	C1 Be careful not to... [neutral] C2 Don't forget to... [neutral]	B1 Make sure you... [neutral] B2 Bear in mind that... [neutral]
F32	Giving instructions and directions	C1 First,... Then,... [neutral] C2 You need to... [neutral]	B1 Once you've...,... [neutral] B2 If...,... [neutral] B3 Is that part clear? [neutral]
F33	Encouraging and persuading	C1 Why not give it a try? [conversational] C2 The main advantage is... [neutral]	B1 It would allow you to... [neutral] B2 I understand your concern, but... [neutral]
F34 * IC	Negotiating and compromising	C1 I'd prefer to..., but... [neutral] C2 Would...work for you? [neutral]	B1 Our main priority is... [neutral] B2 I could agree to that if... [neutral] B3 Would you be willing to...? [neutral] B4 Could we meet halfway? [neutral] B5 That would work for me, provided... [neutral] B6 How about a compromise? [neutral]
F35 *	Complaining and requesting a solution	C1 I'm sorry, but there's a problem with... [neutral] C2 Could you...? [neutral]	B1 I was told that... [neutral] B2 I'd like to request... [formal;written/spoken service]
F36	Expressing intentions and commitments	C1 I'm going to... [neutral] C2 I'll... [neutral]	B1 I'm thinking of + -ing [neutral] B2 I intend to... [neutral/formal] B3 I'll make sure... [neutral;commitment]
Managing an interaction			
Code / use	Function	C · Consolidate	B · Build your B2 range
F37 *	Opening and framing a contribution	C1 Let's start with... [neutral] C2 I'd like to talk about... [neutral]	B1 The main issue is... [neutral] B2 What we need to decide is... [neutral]

Managing an interaction			
Code / use	Function	C · Consolidate	B · Build your B2 range
F38 * IC	Taking a turn and gaining thinking time	C1 Can I just add something? [neutral] C2 Sorry to interrupt, but... [neutral]	B1 Could I come in here? [neutral;discussion] B2 Let me think for a moment. [neutral] B3 That's a difficult question. [neutral] B4 Before we move on,... [neutral]
F39 * IC	Asking for the other person's view	C1 What do you think? [neutral] C2 What about you? [neutral] C3 Do you agree? [neutral]	B1 How do you see it? [neutral] B2 Would you agree that...? [neutral] B3 Is there anything you'd like to add? [neutral]
F40 * IC	Reacting and asking follow-up questions	C1 Really? [conversational] C2 Why is that? [neutral] C3 What happened next? [neutral] C4 Oh, yeah? / Uh-huh. [informal attentive · tone matters] C5 Seriously? [informal · surprise; can also express disbelief] C6 No way! [informal · here surprise; also used to refuse strongly] C7 That sounds fun! [conversational positive]	B1 How did you find...? [neutral;experience/evaluation] B2 Could you say a bit more about...? [neutral] B3 How would that work in practice? [neutral] B4 That reminds me of... [neutral] B5 Going back to what you said about... [neutral] B6 What was that like? [neutral conversational]
F41	Changing and returning to a topic	C1 What about...? [neutral] C2 Going back to... [neutral]	B1 Speaking of,... [conversational] B2 That brings us to... [neutral] B3 By the way,... [conversational;digression] B4 To come back to your point,... [neutral]
F42 * IC	Summarizing and reaching a conclusion	C1 So, we agree that... [neutral] C2 Overall,... [neutral]	B1 The main point seems to be... [neutral] B2 So far, we've agreed on... [neutral] B3 Taking everything into account,... [neutral] B4 Shall we settle on...? [neutral;BrE preference] B5 Are we agreed that...? [neutral] B6 Our next step is to... [neutral]
Clarifying, repairing and mediating			
Code / use	Function	C · Consolidate	B · Build your B2 range
F43 * IC	Asking for repetition and clarification	C1 Sorry, I didn't catch... [neutral] C2 Could you say that again? [neutral] C3 What do you mean by...? [neutral]	B1 I'm not quite following you. [neutral] B2 Could you be more specific about...? [neutral] B3 Could you give me an example? [neutral] B4 Sorry, you've lost me. [conversational · direct but softened by sorry]
F44 * IC	Checking and confirming understanding	C1 Do you mean...? [neutral] C2 So, you're saying...? [neutral]	B1 Have I got that right? [neutral] B2 If I've understood correctly,... [neutral] B3 Am I right in thinking...? [neutral]
F45 *	Rephrasing and self-correcting	C1 Sorry, I mean... [neutral] C2 What I mean is... [neutral]	B1 Let me put it another way. [neutral] B2 I should have said... [neutral]

Clarifying, repairing and mediating

Code / use	Function	C · Consolidate	B · Build your B2 range
F46 * IC	Explaining a word you cannot recall	C1 It's a kind of... [neutral] C2 It's the thing you use to... [neutral]	B1 I can't remember the word, but... [neutral] B2 It's similar to..., except... [neutral]
F47	Relaying and explaining information for someone	C1 It says that... [neutral] C2 The main point is... [neutral]	B1 The information most relevant to you is... [neutral] B2 In other words,... [neutral] B3 This means you can... [neutral] B4 The text doesn't say whether... [neutral]

Functional language in context

SECOND PASS · The same codes, with examples and usage notes.

North American English is the default; particularly British alternatives are marked. Register notes show tendencies. Exam-use labels apply to functions when a task calls for them; mediation support is provisional pending the separate task-evidence review. The same words may serve different functions.

Everyday social interaction

F01 · Greeting, introducing and leaving

Greet someone you know, meet someone new, catch up and leave naturally.

Code	Pattern / phrase	Example
F01.C1	Hi. How are you?	Hi. How are you? - Pretty good, thanks. How about you? [neutral] A quick, friendly check-in
F01.C2	This is...	This is Eva, a friend from yoga. [neutral]
F01.C3	Nice to meet you.	Nice to meet you. - You too. [neutral]
F01.C4	It was nice talking to you.	It was nice talking to you. - You too. See you next week. [neutral]
F01.B1	I don't think you two have met.	I don't think you two have met. Eva, this is Sam. [neutral]
F01.B2	I'd better get going.	I'd better get going. I've got an early start tomorrow. [conversational]
F01.C5	Hey! How's it going?	Hey, Alex! How's it going? - Not bad. How about you? [informal · North American default; also used elsewhere] Seeing a classmate or coworker
F01.C6	Good, thanks. You?	How are you doing? - Good, thanks. You? [neutral conversational] A short positive answer
F01.C7	Pretty good. How about you?	How are you? - Pretty good. I finally finished that project. How about you? [neutral conversational] A positive answer with one detail
F01.C8	Not bad. How about yourself?	How is everything? - Not bad. How about yourself? [conversational] Things are reasonably good
F01.C9	Nice to see you!	Hey, Jordan! Nice to see you! - You too! How was your weekend? [neutral friendly] Someone you already know
F01.C10	What's up? - Not much. You?	Hey, what's up? - Not much. Just heading to class. You? [informal · common in North America] A casual greeting, not a health question
F01.C11	See you later! / Take care!	I've got to go. See you later! - Take care! [conversational friendly] Ending a casual conversation
F01.B3	Can't complain. How about you?	How's it going? - Can't complain. Work's been quieter this week. How about you? [conversational · understated positive] Things are generally okay
F01.B4	How have you been?	Maya! It's been a while. How have you been? - Good! I moved last month. [neutral friendly] Catching up after some time apart
F01.B5	Same old, same old.	How have you been? - Same old, same old. Still working at the hospital. [informal · familiar; can sound tired or humorous] There is not much news
F01.B6	I've been better.	How are you doing? - I've been better. It's been a rough week. - Sorry to hear that. [conversational · invites a concerned response] An honest answer when things are difficult
F01.B7	Not great, honestly.	How's your day going? - Not great, honestly. My flight was canceled. [conversational · candid] Giving some bad news
F01.B8	Good to catch up. Let's keep in touch.	Good to catch up. Let's keep in touch. - Definitely. Text me when you're in town. [conversational friendly] Leaving after a longer conversation
F01.B9	Alright? - Yeah, you?	Alright, Sam? - Yeah, you? [UK · informal greeting; recognition alternative] British alternative: not the North American default

Use it well · North American English is the default. Fine, thanks is possible, but it is not the only useful response. How have you been? asks about the time since you last met; Nice to see you is for someone you know, while Nice to meet you is for a first introduction. What's up? usually takes Not much, you? rather than a health report. How about yourself? is a conversational alternative to How about you? With someone who wants to talk, add one real detail; a passing greeting does not require a long answer. Intonation can make Okay sound positive, uncertain or unhappy.

F02 · Thanking and responding

Match the thanks to the help.

Code	Pattern / phrase	Example
F02.C1	Thanks for + -ing	Thanks for waiting for me. [neutral]
F02.C2	You're welcome.	You're welcome. I'm glad I could help. [neutral]
F02.B1	I really appreciate...	I really appreciate you taking the time to explain it. [neutral]
F02.B2	No problem.	No problem. Just send it when you can. [conversational]
F02.C3	No worries.	Thanks for saving me a seat. - No worries! [informal friendly] Responding to thanks

Use it well · Appreciate takes a noun or -ing form: I appreciate your help, not I appreciate you to help me.

F03 · Apologizing and accepting an apology

Take responsibility and offer a useful repair.

Code	Pattern / phrase	Example
F03.C1	I'm sorry for + -ing	I'm sorry for sending the wrong file. [neutral]
F03.C2	That's OK.	That's OK. These things happen. [conversational]
F03.B1	I shouldn't have + past participle	I shouldn't have spoken to you like that. [neutral]
F03.B2	I'll...	I'll send the correct version now. [neutral;repair]
F03.C3	Don't worry about it.	Sorry I'm a few minutes late. - Don't worry about it. We haven't started. [conversational reassuring] Accepting a minor apology

Use it well · Sorry to interrupt opens an interruption; sorry for interrupting apologizes for one. I forgive you is often too weighty for a small mistake.

F04 · Congratulating and wishing well

Respond to the news rather than reciting a formula.

Code	Pattern / phrase	Example
F04.C1	Congratulations on...!	Congratulations on getting the job! [neutral]
F04.C2	Good luck with...!	Good luck with your interview! [neutral]
F04.C3	I'm really pleased for you.	I'm really pleased for you. You worked hard for this. [neutral]
F04.C4	I hope it goes well.	I hope it goes well. Let me know how you get on. [neutral]
F04.C5	That's awesome!	I got the job! - That's awesome! When do you start? [informal · common in North America] Responding to good news
F04.B1	Good for you!	I finally signed up for swimming lessons. - Good for you! How was the first class? [conversational encouraging; tone can also sound sarcastic] Recognizing a positive step

Use it well · Congratulations on + noun/-ing; good luck with + noun. These routines belong in the foundation even when useful at B2.

F05 · Responding to a sneeze

One dependable response is enough.

Code	Pattern / phrase	Example
F05.C1	Bless you!	Bless you! - Thanks. [neutral]

Use it well · Bless you is a conventional response in both British and American English. You do not have to respond to every sneeze.

F06 · Showing sympathy, concern and condolences

Acknowledge the situation without demanding personal details.

Code	Pattern / phrase	Example
F06.C1	I'm sorry to hear that.	I'm sorry to hear that. How are you doing? [neutral]
F06.C2	Are you OK?	Are you OK? Would you like to sit down? [neutral]
F06.B1	That sounds...	That sounds really difficult. Is there anything I can do? [neutral]
F06.B2	That must be...	That must be frustrating, especially after waiting so long. [neutral]
F06.C3	Oh no! That's a shame.	The concert sold out before I got a ticket. - Oh no! That's a shame. [conversational sympathetic] An everyday disappointment, not a bereavement
F06.C4	That sounds rough.	I've been working nights and barely sleeping. - That sounds rough. Do you have a day off soon? [informal empathetic] Recognizing a difficult experience
F06.C5	I hope you feel better soon.	I've been home with the flu all week. - I'm sorry. I hope you feel better soon. [neutral caring] Responding to illness
F06.B3	I'm so sorry for your loss.	My grandfather passed away last week. - I'm so sorry for your loss. - Thank you. [neutral respectful · spoken or written] Condolences after a death
F06.B4	My condolences to you and your family.	My condolences to you and your family. I'm very sorry to hear about your father. [formal respectful · often written] A more formal condolence
F06.B5	Do you want to talk about it?	My sister and I had a big argument. - I'm sorry. Do you want to talk about it? [conversational caring · give the person a choice] Offering to listen without pressing for details
F06.B6	Is there anything I can do?	That sounds really stressful. Is there anything I can do? - Could you send me the class notes? [neutral supportive] Offering practical help you can actually provide

Use it well · Match your response to the seriousness of the news. That's a shame fits an everyday disappointment; I'm so sorry for your loss acknowledges a death. My condolences is more formal. Do not use condolences for a minor setback. That must be... is an inference, not certainty about another person's feelings. Offer room to talk, not an interrogation or immediate unsolicited advice. Avoid cheerful commands such as Cheer up! after serious bad news.

Preferences, feelings and personal attitudes

F07 · Expressing likes and dislikes

Express different degrees of enthusiasm and explain them.

Task use: Oral production

Code	Pattern / phrase	Example
F07.C1	I really like + noun/-ing	I really like cooking for friends. [neutral]
F07.C2	I enjoy + -ing	I enjoy finding new places to walk. [neutral]
F07.C3	I don't like + noun/-ing	I don't like shopping in crowded places. [neutral]
F07.C4	I can't stand + noun/-ing	I can't stand being interrupted. [conversational;strong]
F07.B1	I'm quite keen on...	I'm quite keen on cycling, although I avoid busy roads. [particularly UK · conversational; North American alternative: into]
F07.B2	I'm not particularly keen on...	I'm not particularly keen on organized tours. [particularly UK · conversational; North American alternative: into]
F07.B3	I'm a big fan of...	I'm a big fan of short documentaries. [conversational]
F07.B4	I'm not really into...	I'm not really into competitive sports. [informal]
F07.B5	...isn't really my thing.	Camping isn't really my thing; I like a proper bed. [conversational]
F07.B6	What I like most about...is...	What I like most about my neighborhood is the sense of community. [neutral]

Use it well · Like/love/enjoy + -ing; keen on/interested in + noun/-ing. Keen on is especially associated with BrE, but understood beyond it. It is not a required British-only choice.

F08 · Comparing preferences and choosing

Distinguish general preferences from a choice now.

Task use: Oral production, Oral interaction

Code	Pattern / phrase	Example
F08.C1	I prefer X to Y.	I prefer trains to planes for short journeys. [neutral]
F08.C2	I prefer -ing to -ing.	I prefer walking to driving when I have time. [neutral]
F08.C3	I'd prefer to...	I'd prefer to leave after lunch. [neutral]
F08.C4	I'd rather...	I'd rather stay somewhere central. [neutral]
F08.B1	I'd much rather...than...	I'd much rather take a smaller room than share a bathroom. [neutral]
F08.B2	I'd rather not...	I'd rather not book anything until we know the dates. [neutral]
F08.B3	Given the choice, I'd...	Given the choice, I'd work four longer days. [neutral]
F08.B4	I'd go for...	I'd go for the cheaper option; it includes breakfast. [conversational]
F08.B5	I don't mind...	I don't mind traveling early if it saves us money. [neutral]
F08.B6	I'm happy with either.	I'm happy with either. Which would suit you better? [neutral]

Use it well · Prefer X to Y; prefer doing X to doing Y. Would prefer + to-infinitive; would rather + bare infinitive, with not before the verb. I don't mind means either option is acceptable, not that you dislike both.

F09 · Expressing feelings and reactions

Name a feeling and connect it to its cause.

Code	Pattern / phrase	Example
F09.C1	I'm excited about...	I'm excited about starting the course. [neutral]
F09.C2	I'm disappointed that...	I'm disappointed that the event has been canceled. [neutral]
F09.B1	I was surprised by...	I was surprised by how welcoming everyone was. [neutral]
F09.B2	It's a relief to...	It's a relief to have the results at last. [neutral]
F09.B3	I find it frustrating when...	I find it frustrating when nobody explains the delay. [neutral]
F09.B4	I was impressed by...	I was impressed by how calmly she dealt with the complaint. [neutral]

Use it well · Use -ed for how a person feels and -ing for what produces the feeling: I'm bored; the talk is boring. Intonation can change the force of a reaction. Emotion contrasts: excited/bored; pleased/disappointed; impressed/unimpressed; relaxed/tense. These are contextual contrasts, not identical strengths or meanings in every situation.

F10 · Expressing hope and concern

Separate wishes, worries and likely consequences.

Code	Pattern / phrase	Example
F10.C1	I hope...	I hope the new timetable works for everyone. [neutral]
F10.C2	I'm worried about...	I'm worried about the cost of living. [neutral]
F10.B1	I'm hoping to...	I'm hoping to reduce my working hours next year. [neutral]
F10.B2	What worries me is...	What worries me is the lack of clear information. [neutral]
F10.B3	My main concern is...	My main concern is that some people will be left out. [neutral]
F10.B4	There's a risk that...	There's a risk that the extra traffic will make it worse. [neutral]

Use it well · Hope is for an outcome you want. I wish I had... usually signals a different present reality; see the grammar bank. I am afraid can also soften bad news or refusal.

F11 · Expressing ability and limitations

Distinguish skill, difficulty and practical constraints.

Code	Pattern / phrase	Example
F11.C1	I can/can't...	I can follow the main points, but I can't catch every detail. [neutral]
F11.C2	I find it difficult to...	I find it difficult to concentrate in a noisy room. [neutral]
F11.B1	I managed to...	I managed to finish it despite the interruptions. [neutral]
F11.B2	I don't feel confident + -ing	I don't feel confident speaking in front of a large group yet. [neutral]
F11.B3	I'm not in a position to...	I'm not in a position to make that decision today. [neutral/formal]

Use it well · Can manage to is possible, but manage to is a more economical pattern. Not in a position to usually describes circumstances, not lack of skill.

Information, description and explanation

F12 · Asking for factual information

Ask precise questions and request details.

Task use: Oral interaction

Code	Pattern / phrase	Example
F12.C1	Could you tell me...?	Could you tell me when the course starts? [neutral]
F12.C2	Do you know if...?	Do you know if the price includes materials? [neutral]
F12.B1	I'd like to know...	I'd like to know how much experience is required. [neutral/formal]
F12.B2	Could you give me some details about...?	Could you give me some details about the working hours? [neutral]
F12.B3	Could you talk me through...?	Could you talk me through the application process? [neutral;spoken]
F12.B4	What does...involve?	What does the training involve? [neutral]

Use it well · Indirect questions use statement word order: Could you tell me where it is? Asking for an opinion belongs in F19, not here.

F13 · Identifying and describing

Select defining features and explain what something does.

Task use: Oral production, Mediation support · provisional

Code	Pattern / phrase	Example
F13.C1	It's a kind of...	It's a kind of shared garden. [neutral]
F13.C2	It's the one that...	It's the one that has a red cover. [neutral]
F13.C3	It's used for + -ing	It's used for measuring air quality. [neutral]
F13.B1	What makes it different is...	What makes it different is that anyone can borrow the tools. [neutral]
F13.B2	The main feature is...	The main feature is a large covered seating area. [neutral]
F13.B3	It's similar to..., but...	It's similar to a library, but you borrow equipment instead of books. [neutral]

Use it well · This is a pattern bank: range also comes from relative clauses and precise topic vocabulary. Keep bear in mind for advice/instructions, not as a defining-description formula.

F14 · Comparing and evaluating options

Compare on a relevant criterion and weigh a drawback.

Task use: Oral production, Oral interaction, Written production

Code	Pattern / phrase	Example
F14.C1	...is more/less...than...	The second apartment is less expensive than the first. [neutral]
F14.C2	...isn't as...as...	The bus isn't as convenient as the train. [neutral]
F14.B1	One advantage of...is...	One advantage of living centrally is that you can walk to work. [neutral]
F14.B2	The main drawback is...	The main drawback is the lack of storage. [neutral]
F14.B3	Compared with...,...	Compared with our old office, this one has much more natural light. [neutral]
F14.B4	...whereas...	The first plan is cheaper, whereas the second gives us more flexibility. [neutral]
F14.B5	...would be better suited to...	The smaller venue would be better suited to a quiet discussion. [neutral]
F14.B6	It depends on...	It depends on how many people are coming. [neutral]

Use it well · Comparison needs evidence or a reason. Use *than* after comparatives; *as...as* for equality. Not every difference is an advantage.

F15 · Reporting and narrating events

Make the sequence clear and explain what mattered.

Task use: Oral production, Written production

Code	Pattern / phrase	Example
F15.C1	What happened was...	What happened was that we got on the wrong bus. [neutral;spoken]
F15.C2	While I was...,...	While I was looking for the ticket, the bus left. [neutral]
F15.C3	In the end,...	In the end, a neighbor gave us a ride. [neutral]
F15.B1	It all started when...	It all started when I replied to an advert. [conversational]
F15.B2	By the time...,...	By the time we arrived, the meeting had already started. [neutral]
F15.B3	As it turned out,...	As it turned out, we had been waiting at the wrong entrance. [neutral]
F15.B4	What struck me most was...	What struck me most was how helpful everyone was. [neutral]
F15.B5	Looking back,...	Looking back, I should have asked for help sooner. [neutral]

Use it well · Eventually means after time or difficulty, not possibly. In the end gives the final outcome; at the end needs a reference such as of the course. This links to the discourse and tense banks.

F16 · Explaining reasons and consequences

Make the connection between an action and its cause or result explicit.

Task use: Oral production, Written production, Mediation support · provisional

Code	Pattern / phrase	Example
F16.C1	That's because...	That's because the building is closed on Mondays. [neutral]
F16.C2	...because of...	The match was canceled because of the weather. [neutral]
F16.B1	The main reason is that...	The main reason is that many people work shifts. [neutral]
F16.B2	One reason for...is...	One reason for the delay is the shortage of staff. [neutral]
F16.B3	This means that...	This means that some residents will need another route. [neutral]
F16.B4	As a result,...	As a result, we had to change our plans. [neutral]

Use it well · Because + clause; because of + noun/-ing. Connectors are developed further in the discourse bank; do not add a marker to every sentence.

F17 · Expressing certainty and speculation

Show how confident you are and give the clue behind an inference.

Task use: Oral production, Oral interaction

Code	Pattern / phrase	Example
F17.C1	I'm not sure, but...	I'm not sure, but I think the entrance is at the back. [neutral]
F17.C2	It might/could be...	It might be a temporary measure. [neutral]
F17.C3	It's probably...	It's probably cheaper outside the summer season. [neutral]
F17.B1	It must be...	It must be a popular place; there's a line outside. [neutral]
F17.B2	It can't be...	It can't be open; all the lights are off. [neutral]
F17.B3	There's a good chance that...	There's a good chance that demand will increase. [neutral]
F17.B4	As far as I can tell,...	As far as I can tell, the figures only cover adults. [neutral]
F17.B5	I wouldn't be surprised if...	I wouldn't be surprised if they changed the rules again. [neutral]

Use it well · Must/can't + infinitive express deductions here, not obligation/prohibition. Might have + past participle speculates about the past. No percentages are implied by the wording.

F18 · Correcting and qualifying information

Adjust an inaccurate or overgeneral claim.

Task use: Oral production, Oral interaction, Written production, Mediation support · provisional

Code	Pattern / phrase	Example
F18.C1	Actually,...	Actually, the course lasts six weeks, not six months. [neutral]
F18.C2	That's not quite right.	That's not quite right. The offer ends on Friday. [neutral]
F18.B1	To be more precise,...	To be more precise, the discount applies only to weekday visits. [neutral]
F18.B2	That's true in some cases, but...	That's true in some cases, but it depends on the job. [neutral]

Use it well · Actually does not mean actualmente. Use currently/at the moment for that meaning. To be more precise refines information; it need not contradict it.

Opinions and discussion

F19 · Giving and asking for an opinion

State a view and invite a different perspective.

Task use: Oral production, Oral interaction, Written production

Code	Pattern / phrase	Example
F19.C1	I think...	I think the city needs more public seating. [neutral]
F19.C2	In my opinion,...	In my opinion, practical skills deserve more attention. [neutral]
F19.C3	What do you think about...?	What do you think about a four-day working week? [neutral]
F19.C4	Personally, I'd...	Personally, I'd spend the money on better buses. [neutral]
F19.B1	The way I see it,...	The way I see it, flexibility matters more than location. [neutral;spoken]
F19.B2	I tend to think...	I tend to think smaller classes work better. [neutral]
F19.B3	I'd say...	I'd say the benefits outweigh the drawbacks. [neutral]
F19.B4	What do you make of...?	What do you make of the new proposal? [conversational]

Use it well · Do not add in my opinion to every turn. I think so/not answers a yes/no proposition; I agree takes with a person or view, not am agree.

F20 · Developing and supporting a view

Develop a point rather than merely announcing an opinion.

Task use: Oral production, Oral interaction, Written production, Interaction core

Code	Pattern / phrase	Example
F20.C1	...because...	I'd choose the library because it is accessible to everyone. [neutral]
F20.C2	For example,...	For example, students can use it even when they have no quiet space at home. [neutral]
F20.B1	What I mean is...	What I mean is that access matters as much as price. [neutral]
F20.B2	A good example of this is...	A good example of this is the evening bus service. [neutral]
F20.B3	This matters because...	This matters because many residents cannot drive. [neutral]
F20.B4	What this means in practice is...	What this means in practice is that people have fewer choices. [neutral]
F20.B5	Another point to consider is...	Another point to consider is the effect on local shops. [neutral]
F20.B6	If..., then...	If the service finishes at six, then shift workers cannot use it. [neutral]

Use it well · Reason > specific example > implication is a useful route, not a compulsory template. Avoid giving several reasons so briefly that none is developed.

F21 · Agreeing and building on an idea

Show what you agree with, then add something relevant.

Task use: Oral interaction

Code	Pattern / phrase	Example
F21.C1	I agree.	I agree. The timetable needs to change. [neutral]
F21.C2	Exactly.	Exactly. That's the problem I had too. [neutral]
F21.C3	I think so too.	I think so too. It would save a lot of time. [neutral]
F21.B1	That's a good point.	That's a good point. I hadn't considered the cost. [neutral]
F21.B2	I'd go along with that.	I'd go along with that, especially for short journeys. [conversational]
F21.B3	Yes, and I'd add that...	Yes, and I'd add that it would benefit visitors too. [neutral]
F21.B4	That ties in with...	That ties in with what you said about access. [neutral]
F21.B5	I agree with you on...	I agree with you on the need for more support. [neutral]
F21.C4	Absolutely.	Everyone should get a proper lunch break. - Absolutely. We need time to switch off. [neutral conversational · strong agreement] Responding with clear agreement

Use it well · I agree with you/about the problem. Exactly is often a complete response; vary responses naturally rather than mechanically.

F22 · Agreeing partly and conceding a point

Acknowledge a valid point before qualifying it.

Task use: Oral production, Oral interaction, Written production

Code	Pattern / phrase	Example
F22.C1	I agree up to a point, but...	I agree up to a point, but not everyone can work from home. [neutral]
F22.C2	That may be true, but...	That may be true, but the situation is changing. [neutral]
F22.B1	I take your point, but...	I take your point, but we need a longer-term solution. [neutral]
F22.B2	Having said that,...	Having said that, the old system did have some advantages. [neutral]

Use it well · Concession is not a compulsory preface to every disagreement. Keep elaborate inversions such as Much as I agree... outside the active core.

F23 · Disagreeing and challenging a view

Disagree clearly while keeping the discussion workable.

Task use: Oral interaction, Written production

Code	Pattern / phrase	Example
F23.C1	I'm not sure I agree.	I'm not sure I agree. Some people prefer working alone. [neutral]
F23.C2	I don't think that's true.	I don't think that's true in every case. [neutral]
F23.B1	I'm not convinced that...	I'm not convinced that a higher price means better quality. [neutral]
F23.B2	I see it differently.	I see it differently. For me, the location is the main advantage. [neutral]
F23.B3	I'm not so sure about that.	Working from home is always easier. - I'm not so sure about that. I find it hard to stop working. [neutral conversational · softened disagreement] Disagreeing without dismissing the person

Use it well · Tone, reason and relationship matter. I don't buy that is more direct and informal; recognize it, but use the neutral core first.

F24 · Evaluating behavior and decisions

Evaluate the action and explain the criterion.

Task use: Written production

Code	Pattern / phrase	Example
F24.C1	That seems fair/unfair.	That seems unfair to people who work weekends. [neutral]
F24.C2	I don't think that's acceptable.	I don't think that's acceptable when safety is involved. [neutral]
F24.B1	I support...	I support the decision to make the service accessible. [neutral]
F24.B2	I have reservations about...	I have reservations about introducing it without a trial. [neutral/formal]

Use it well · A compact bank is enough. Serious reservations is useful in formal evaluation, but not needed as a default everyday response.

Requests, proposals and practical action

F25 · Making requests and responding

Ask someone to act and give a clear response.

Task use: Oral interaction, Written interaction

Code	Pattern / phrase	Example
F25.C1	Could you...?	Could you send me the timetable, please? [neutral]
F25.C2	Of course.	Of course. I'll send it this afternoon. [neutral]
F25.C3	I'm sorry, but I can't...	I'm sorry, but I can't stay late today. [neutral]
F25.B1	Would you mind + -ing?	Would you mind keeping the noise down? [neutral;careful]
F25.B2	No, not at all.	No, not at all. I'll turn it down. [neutral;response to mind]
F25.B3	Do you think you could...?	Do you think you could give me a little more time? [neutral]
F25.B4	I was wondering if you could...	I was wondering if you could confirm the arrangements. [careful;often written]
F25.B5	I'd appreciate it if you could...	I'd appreciate it if you could reply by Friday. [formal;written]

Use it well · Would you mind + -ing: No, not at all accepts the request. Avoid an isolated yes when you mean you will help. Longer forms suit some situations, but length does not guarantee politeness.

F26 · Asking for and giving permission

Distinguish asking to do something from asking someone else to do it.

Code	Pattern / phrase	Example
F26.C1	Can I...?	Can I use this chair? [conversational]
F26.C2	Is it OK if I...?	Is it OK if I leave a little early? [neutral]

Code	Pattern / phrase	Example
F26.C3	Of course. Go ahead.	Of course. Go ahead. Nobody's using it. [neutral]
F26.B1	Would you mind if I...?	Would you mind if I opened the window? [neutral;careful]
F26.B2	No, not at all.	No, not at all. It's quite warm in here. [neutral;granting permission]
F26.B3	I'm afraid that isn't possible.	I'm afraid that isn't possible during the performance. [neutral/formal]

Use it well · Would you mind if I + past simple asks permission. Would you mind + -ing asks the other person to act. You are welcome to... can grant permission; it is not always an invitation.

F27 · Suggesting and responding to suggestions

Offer a workable option and respond with a reason.

Task use: Oral interaction, Interaction core

Code	Pattern / phrase	Example
F27.C1	Why don't we...?	Why don't we meet outside the station? [neutral]
F27.C2	How about + -ing?	How about taking the later train? [neutral]
F27.C3	We could...	We could ask whether there's a group discount. [neutral]
F27.C4	That sounds good.	That sounds good. It would give us more time. [neutral]
F27.B1	One option would be to...	One option would be to split the cost. [neutral]
F27.B2	It might be worth + -ing	It might be worth checking the reviews first. [neutral]
F27.B3	What if we...?	What if we invited the neighbors as well? [neutral]
F27.B4	I'm not sure that would work because...	I'm not sure that would work because the room is too small. [neutral]

Use it well · How about + noun/-ing; why don't we + bare infinitive. What if we + past can make a suggestion more tentative. Shall we...? is especially common in BrE; How about...? is a useful cross-variety alternative.

F28 · Inviting, accepting and declining

Make the invitation clear; respond warmly and honestly.

Code	Pattern / phrase	Example
F28.C1	Would you like to...?	Would you like to join us for dinner? [neutral]
F28.C2	I'd love to.	I'd love to. What time are you meeting? [neutral]
F28.C3	Thanks, but I can't.	Thanks, but I can't. I'm working that evening. [neutral]
F28.B1	Would you be interested in + -ing?	Would you be interested in joining the book club? [neutral]
F28.B2	I'd love to, but...	I'd love to, but I'll be away that weekend. [neutral]
F28.B3	Could we do it another time?	Could we do it another time? I'm free next Thursday. [neutral]
F28.B4	I'm not sure I can make it.	Can you come over on Friday? - I'm not sure I can make it. Can I let you know tomorrow? [conversational polite] Not committing before checking availability

Use it well · I'd love to can accept or introduce a warm refusal: I'd love to, but... . A reason or alternative often helps, but nobody needs to invent a personal excuse.

F29 · Offering help and responding

Offer something specific and allow a refusal.

Code	Pattern / phrase	Example
F29.C1	Can I help you with...?	Can I help you with those bags? [neutral]
F29.C2	Yes, please. / No, thanks.	Yes, please. Could you take the lighter one? [neutral]

Code	Pattern / phrase	Example
F29.B1	Would you like me to...?	Would you like me to check the dates? [neutral]
F29.B2	I'd be happy to...	I'd be happy to explain it again after class. [neutral]
F29.B3	Thanks, but I've got it.	Thanks, but I've got it. It's lighter than it looks. [conversational]

Use it well · Shall I...? is particularly associated with BrE offers. Can I help...? and Would you like me to...? work across varieties.

F30 · Giving advice

Calibrate strength and explain why it would help.

Task use: Oral interaction, Written interaction

Code	Pattern / phrase	Example
F30.C1	You should...	You should check what's included before you book. [neutral]
F30.C2	If I were you, I'd...	If I were you, I'd speak to the manager first. [neutral]
F30.B1	You might want to...	You might want to keep a copy of the receipt. [neutral;tentative]
F30.B2	You'd be better off + -ing	You'd be better off buying a weekly pass. [neutral;spoken]
F30.B3	I'd recommend + -ing	I'd recommend traveling outside the busiest hours. [neutral]
F30.B4	Have you thought about + -ing?	Have you thought about asking for flexible hours? [neutral]

Use it well · You'd better is stronger and can sound like a warning; you might want to is tentative. Advice is uncountable: some advice, a piece of advice.

F31 · Warning and reminding

Make the risk or necessary precaution clear.

Code	Pattern / phrase	Example
F31.C1	Be careful not to...	Be careful not to share your password. [neutral]
F31.C2	Don't forget to...	Don't forget to save your work. [neutral]
F31.B1	Make sure you...	Make sure you check the closing time. [neutral]
F31.B2	Bear in mind that...	Bear in mind that the last bus leaves at ten. [neutral]

Use it well · Don't forget is a reminder, not necessarily a warning. Whatever you do, don't... is forceful; reserve it for a real concern.

F32 · Giving instructions and directions

Sequence the steps and check the listener can act.

Task use: Mediation support · provisional

Code	Pattern / phrase	Example
F32.C1	First,... Then,...	First, select your course. Then, choose a time slot. [neutral]
F32.C2	You need to...	You need to confirm your email address. [neutral]
F32.B1	Once you've...,...	Once you've entered your details, click Continue. [neutral]
F32.B2	If...,...	If the link doesn't work, use the contact form. [neutral]
F32.B3	Is that part clear?	Is that part clear, or shall I show you again? [neutral]

Use it well · Link to the discourse bank for sequence and the grammar bank for imperatives, time clauses and conditions. Check a specific step rather than only asking Understand?

F33 · Encouraging and persuading

Connect a benefit to the listener's concern.

Code	Pattern / phrase	Example
F33.C1	Why not give it a try?	Why not give it a try? You can leave after the first session. [conversational]
F33.C2	The main advantage is...	The main advantage is that you can practice at your own pace. [neutral]
F33.B1	It would allow you to...	It would allow you to keep working while you study. [neutral]
F33.B2	I understand your concern, but...	I understand your concern, but there is a free trial before you commit. [neutral]

Use it well · Surely...? can pressure the listener; you have nothing to lose may dismiss a real risk. Prefer clear reasons and acknowledge the cost. Supported B2 persuasion here means giving a relevant benefit, acknowledging a concern and proposing an adjustment; elaborate rhetoric is not required.

F34 · Negotiating and compromising

Identify priorities, offer conditions and find a workable adjustment.

Task use: Oral interaction, Interaction core

Code	Pattern / phrase	Example
F34.C1	I'd prefer to..., but...	I'd prefer to meet on Friday, but I could manage Thursday. [neutral]
F34.C2	Would...work for you?	Would half past six work for you? [neutral]
F34.B1	Our main priority is...	Our main priority is keeping the event affordable. [neutral]
F34.B2	I could agree to that if...	I could agree to that if we kept the quieter room. [neutral]
F34.B3	Would you be willing to...?	Would you be willing to share the preparation? [neutral]
F34.B4	Could we meet halfway?	Could we meet halfway and keep it to one evening a week? [neutral]
F34.B5	That would work for me, provided...	That would work for me, provided we finish by nine. [neutral]
F34.B6	How about a compromise?	How about a compromise? We could try it for a month. [neutral]

Use it well · This bank covers bargaining moves. Suggestions are in F27; confirming a final decision is in F42. Compromise does not require abandoning a real constraint.

F35 · Complaining and requesting a solution

State the problem, explain its effect and request a reasonable remedy.

Task use: Oral interaction, Written interaction

Code	Pattern / phrase	Example
F35.C1	I'm sorry, but there's a problem with...	I'm sorry, but there's a problem with the heating. [neutral]
F35.C2	Could you...?	Could you send someone to check it? [neutral]
F35.B1	I was told that...	I was told that the price included delivery. [neutral]
F35.B2	I'd like to request...	I'd like to request a refund for the canceled service. [formal;written/spoken service]

Use it well · Start with the issue rather than a personal attack. Use neutral language for ordinary service problems; formal written complaints may require a more explicit request.

F36 · Expressing intentions and commitments

Distinguish a plan, a decision and a commitment.

Code	Pattern / phrase	Example
F36.C1	I'm going to...	I'm going to apply for the course. [neutral]
F36.C2	I'll...	I'll email them now and ask. [neutral]
F36.B1	I'm thinking of + -ing	I'm thinking of changing jobs, but I haven't decided. [neutral]
F36.B2	I intend to...	I intend to complete the training before September. [neutral/formal]

Code	Pattern / phrase	Example
F36.B3	I'll make sure...	I'll make sure everyone gets a copy. [neutral;commitment]

Use it well · I'm thinking of is tentative. I'll can make an immediate decision or promise. Avoid I promise unless you intend a strong commitment.

Managing an interaction

F37 · Opening and framing a contribution

Establish the question or purpose before developing it.

Task use: Oral production, Oral interaction, Written production

Code	Pattern / phrase	Example
F37.C1	Let's start with...	Let's start with the cost. [neutral]
F37.C2	I'd like to talk about...	I'd like to talk about how our habits have changed. [neutral]
F37.B1	The main issue is...	The main issue is how to make the service accessible. [neutral]
F37.B2	What we need to decide is...	What we need to decide is which option would suit both groups. [neutral]

Use it well · A short opening is enough. Avoid announcing every stage in a casual conversation.

F38 · Taking a turn and gaining thinking time

Enter at a suitable moment and gain a brief pause when needed.

Task use: Oral interaction, Interaction core

Code	Pattern / phrase	Example
F38.C1	Can I just add something?	Can I just add something about the location? [neutral]
F38.C2	Sorry to interrupt, but...	Sorry to interrupt, but could we check one detail? [neutral]
F38.B1	Could I come in here?	Could I come in here? I had a similar experience. [neutral;discussion]
F38.B2	Let me think for a moment.	Let me think for a moment. There are two things I'd consider. [neutral]
F38.B3	That's a difficult question.	That's a difficult question. I suppose it depends on the situation. [neutral]
F38.B4	Before we move on,...	Before we move on, can I finish the point about transport? [neutral]

Use it well · Use these selectively; do not interrupt every turn or fill every silence. A natural pause is acceptable.

F39 · Asking for the other person's view

Invite a contribution and follow what the person actually says.

Task use: Oral interaction, Interaction core

Code	Pattern / phrase	Example
F39.C1	What do you think?	What do you think? Would the evening session suit more people? [neutral]
F39.C2	What about you?	What about you? Would you rather study online? [neutral]
F39.C3	Do you agree?	Do you agree, or would you choose something different? [neutral]
F39.B1	How do you see it?	How do you see it? You have experience of both systems. [neutral]
F39.B2	Would you agree that...?	Would you agree that cost is the biggest issue? [neutral]
F39.B3	Is there anything you'd like to add?	Is there anything you'd like to add before we choose? [neutral]

Use it well · What about you? needs an established question. In a pair, use your partner's answer; do not repeatedly ask for a view and ignore it.

F40 · Reacting and asking follow-up questions

Show that you listened and ask for a relevant next detail.

Code	Pattern / phrase	Example
F40.C1	Really?	Really? I didn't know you'd lived there. [conversational]
F40.C2	Why is that?	Why is that? Is it because of the timetable? [neutral]
F40.C3	What happened next?	What happened next? Did you speak to anyone? [neutral]
F40.B1	How did you find...?	How did you find the course? Was it useful for your job? [neutral;experience/evaluation]
F40.B2	Could you say a bit more about...?	Could you say a bit more about the practical side? [neutral]
F40.B3	How would that work in practice?	How would that work in practice if people work shifts? [neutral]
F40.B4	That reminds me of...	That reminds me of something that happened at my school. [neutral]
F40.B5	Going back to what you said about...	Going back to what you said about cost, is there any funding? [neutral]
F40.C4	Oh, yeah? / Uh-huh.	We stayed near the station. - Oh, yeah? - It was noisy, but we could walk everywhere. [informal attentive · tone matters] Showing you are following; leave space for the speaker
F40.C5	Seriously?	My neighbor won a trip to Japan. - Seriously? That's amazing! [informal · surprise; can also express disbelief] Reacting to surprising news
F40.C6	No way!	I ran into my old teacher in Toronto. - No way! What was she doing there? [informal · here surprise; also used to refuse strongly] Surprise with a natural follow-up
F40.C7	That sounds fun!	We're going kayaking on Saturday. - That sounds fun! Have you done it before? [conversational positive] Responding to a plan or experience
F40.B6	What was that like?	I used to work on a cruise ship. - What was that like? - The hours were long, but I loved the travel. [neutral conversational] Inviting someone to develop an experience

Use it well · Acknowledge the news before asking a relevant follow-up. Really?, Seriously? and No way! can express interest, surprise or doubt depending on tone. No way! can also mean strong refusal, so context matters. Uh-huh should sound attentive, not impatient. What was that like? invites an experience; What makes you say that? may sound challenging. Follow-ups are invitations, not a requirement after private or painful news. See F04 for good news and F06 for sympathy and condolences.

F41 · Changing and returning to a topic

Make a connection or signal a short digression.

Task use: Oral interaction

Code	Pattern / phrase	Example
F41.C1	What about...?	What about the transport arrangements? [neutral]
F41.C2	Going back to...	Going back to the first option, could we change the date? [neutral]
F41.B1	Speaking of....	Speaking of travel, have you booked your tickets? [conversational]
F41.B2	That brings us to...	That brings us to the question of who will pay. [neutral]
F41.B3	By the way,...	By the way, did you get my message? [conversational;digression]
F41.B4	To come back to your point,...	To come back to your point, I agree that access matters. [neutral]

Use it well · By the way introduces an incidental topic; it is not a formal essay organizer. Speaking of... needs a link to something just mentioned.

F42 · Summarizing and reaching a conclusion

Review the position reached and, when required, agree a next step.

Task use: Oral production, Oral interaction, Written production, Interaction core, Mediation support · provisional

Code	Pattern / phrase	Example
F42.C1	So, we agree that...	So, we agree that the later session is more practical. [neutral]
F42.C2	Overall,...	Overall, the first option seems more suitable. [neutral]

Code	Pattern / phrase	Example
F42.B1	The main point seems to be...	The main point seems to be that flexibility matters to both of us. [neutral]
F42.B2	So far, we've agreed on...	So far, we've agreed on the venue, but not the date. [neutral]
F42.B3	Taking everything into account,...	Taking everything into account, I'd choose the smaller venue. [neutral]
F42.B4	Shall we settle on...?	Shall we settle on Saturday morning, then? [neutral;BrE preference]
F42.B5	Are we agreed that...?	Are we agreed that we'll try it for a month? [neutral]
F42.B6	Our next step is to...	Our next step is to check whether the room is available. [neutral]

Use it well · A discussion need not end in agreement unless the task asks for a joint decision. Summarise the actual exchange, not a prepared conclusion.

Clarifying, repairing and mediating

F43 · Asking for repetition and clarification

Make the precise difficulty visible.

Task use: Oral interaction, Interaction core, Mediation support · provisional

Code	Pattern / phrase	Example
F43.C1	Sorry, I didn't catch...	Sorry, I didn't catch the last part. [neutral]
F43.C2	Could you say that again?	Could you say that again, a little more slowly? [neutral]
F43.C3	What do you mean by...?	What do you mean by flexible in this case? [neutral]
F43.B1	I'm not quite following you.	I'm not quite following you. How does that solve the problem? [neutral]
F43.B2	Could you be more specific about...?	Could you be more specific about the costs? [neutral]
F43.B3	Could you give me an example?	Could you give me an example of the kind of task you mean? [neutral]
F43.B4	Sorry, you've lost me.	Sorry, you've lost me. Are we talking about next Monday or the week after? [conversational · direct but softened by sorry] Repairing a misunderstanding

Use it well · Ask about the part you missed. Repetition asks for the same words again; clarification asks for meaning or detail.

F44 · Checking and confirming understanding

Check an interpretation before building on it.

Task use: Oral interaction, Interaction core, Mediation support · provisional

Code	Pattern / phrase	Example
F44.C1	Do you mean...?	Do you mean the fee is per person? [neutral]
F44.C2	So, you're saying...?	So, you're saying we need to book in advance? [neutral]
F44.B1	Have I got that right?	The first visit is free. Have I got that right? [neutral]
F44.B2	If I've understood correctly,...	If I've understood correctly, the figures exclude children. [neutral]
F44.B3	Am I right in thinking...?	Am I right in thinking we can change the date later? [neutral]

Use it well · Don't pretend to understand. These are checks, not a reason to repeat every statement your partner makes.

F45 · Rephrasing and self-correcting

Repair a slip or express the same idea more clearly.

Task use: Oral production, Oral interaction, Written production, Mediation support · provisional

Code	Pattern / phrase	Example
F45.C1	Sorry, I mean...	Sorry, I mean Thursday, not Tuesday. [neutral]

Code	Pattern / phrase	Example
F45.C2	What I mean is...	What I mean is that we need more time, not more people. [neutral]
F45.B1	Let me put it another way.	Let me put it another way. We need a plan everyone can use. [neutral]
F45.B2	I should have said...	I should have said most people, rather than everyone. [neutral]

Use it well · A short repair helps fluency. Rephrasing should preserve the intended meaning; changing your claim is a different move.

F46 · Explaining a word you cannot recall

Keep communicating with a definition, use or comparison.

Task use: Oral production, Oral interaction, Interaction core, Mediation support · provisional

Code	Pattern / phrase	Example
F46.C1	It's a kind of...	It's a kind of cupboard you keep food in. [neutral]
F46.C2	It's the thing you use to...	It's the thing you use to open a bottle of wine. [neutral]
F46.B1	I can't remember the word, but...	I can't remember the word, but it means working from different places. [neutral]
F46.B2	It's similar to..., except...	It's similar to a tram, except it travels underground. [neutral]

Use it well · A descriptive strategy is more useful than stopping at What's the word? Give enough information for the listener to help.

F47 · Relaying and explaining information for someone

Select what the person needs and make it accessible.

Task use: Mediation support · provisional

Code	Pattern / phrase	Example
F47.C1	It says that...	It says that you need to book before Friday. [neutral]
F47.C2	The main point is...	The main point is that the service is free for residents. [neutral]
F47.B1	The information most relevant to you is...	The information most relevant to you is the evening opening time. [neutral]
F47.B2	In other words,...	In other words, you can attend without joining the club. [neutral]
F47.B3	This means you can...	This means you can use the pass on any weekday. [neutral]
F47.B4	The text doesn't say whether...	The text doesn't say whether children need a separate ticket. [neutral]

Use it well · Mediation is more than adding According to.... Select, adapt and explain accurately. Do not invent missing information or turn a correlation into a cause.

Macrofunctions in real tasks

The seven families above help you find language. A communicative macrofunction is what a whole task achieves: reaching a decision, resolving a problem or making information useful. Combine moves in response to the other person, rather than recite a fixed script.

M01 · Choose together and reach a decision

Choose one evening activity for a mixed group. One person needs a low-cost option; the other needs to finish early.

Combine: F37 > F27 > F39 > F14 > F22 > F34 > F42

A · Frame + suggest

What we need to decide is which activity would suit everyone. One option would be to have a picnic.

B · Evaluate + state constraint

That sounds good, but I'm not sure that would work if it rains.

A · Invite + compare

What do you think about the museum instead? It's more expensive, but we could finish earlier.

B · Concede + negotiate

I take your point, but cost is our main priority. I could agree to that if we found a discount.

A · Propose adjustment

How about a compromise? We could go on the free-entry evening.

B · Conclude + next step

That would work for me. So, we agree on the museum. Our next step is to check the opening times.

Transfer: Work: choose staff training. Education: choose a class trip. Environment: choose a local action. Change the constraints, not just the topic words.

M02 · Explore a difference of opinion

Discuss whether flexible working improves people's lives. You do not have to agree.

Combine: F19 > F20 > F40 > F22 > F23 > F42

A · View + reason

I tend to think flexible working helps because people can organize their day more easily.

B · Follow up

How would that work in practice for someone who serves customers?

A · Qualify

That's true in some cases, but flexible working doesn't always mean working from home.

B · Disagree + develop

I'm not convinced that flexibility alone solves the problem. A good example of this is a job with unpredictable shifts.

A · Concede + conclude

I take your point. The main point seems to be that people need some control over their hours, even if we disagree about the best system.

Transfer: Relationships: privacy versus openness. Shopping: convenience versus sustainability. Avoid forcing a compromise in a task that asks for discussion.

M03 · Ask for advice and agree a next step

One person wants a less tiring commute; the other asks questions before advising.

Combine: F12 > F43 > F30 > F08 > F36

A · Explain need

I find it difficult to concentrate after the drive home.

B · Clarify

What do you mean by difficult? Is it the traffic or the length of the journey?

A · Specify

The traffic. I'd rather spend longer on a train than sit in traffic.

B · Advise + reason

Have you thought about traveling by train twice a week? It would allow you to read or rest.

A · Commit

That sounds good. I'll check the timetable and try it on Tuesday.

Transfer: Health and lifestyle, study habits, travel planning. Advice must respond to the stated difficulty.

M04 · Resolve a service problem

A course advert promises access to recordings, but the link is missing. Seek a practical solution.

Combine: F35 > F44 > F25 > F34 > F42

A · Complain factually

I'm sorry, but there's a problem with the course materials. I was told that recordings were included.

B · Check

Do you mean you haven't received a link, or that it doesn't work?

A · Clarify + request

I haven't received one. Could you send it today?

B · Offer alternative

The permanent link won't work until tomorrow. Would a temporary link work for you?

A · Accept conditionally

That would work for me, provided it includes this week's session.

B · Confirm action

Of course. I'll send it this afternoon.

Transfer: Shopping, accommodation, public services. Do not invent legal rights or official refund rules.

M05 · Mediate information and check it helps

Source card: library membership is free for residents; bring proof of address; apply online or at the desk. The listener wants to join but finds the website difficult.

Combine: F47 > F16 > F32 > F44

A · Select relevant information

The information most relevant to you is that you can apply at the desk.

B · Check

So, you're saying I don't have to use the website?

A · Confirm + explain

Exactly. You need to bring proof of address. In other words, bring a document that shows where you live.

B · Ask about a gap

Does it say whether a digital copy is accepted?

A · Acknowledge limit

The text doesn't say whether a digital copy is accepted. We could ask before you go.

Transfer: Explain an advert, timetable or short infographic for a named person. Preserve source meaning and acknowledge missing details.

M06 · Tell an experience and keep the conversation going

Tell a partner about a journey that went wrong; the partner listens and asks relevant questions.

Combine: F15 > F40 > F09 > F43

A · Set scene

It all started when I booked the last train home.

B · Follow up

What happened next? Did you get to the station on time?

A · Narrate

By the time I arrived, the train had already left. I'd read the timetable for the wrong day.

B · React + ask

That must have been frustrating. How did you get home?

A · Resolve

In the end, I shared a taxi with two other passengers. It was a relief to get home.

Transfer: Travel, learning experiences, work incidents. A story is not an invitation for the listener to ask every question in a prepared list.