

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			
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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]