

**HOW
TO
SAY
IT**



Philip Binham

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HOW TO SAY IT

Illustrated by John Griffiths



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INTRODUCTION

To the Student

This book is intended for anyone who has been studying English for 2 years or more, and wants to speak and understand the language better.

If you are going to an English-speaking country, or want to talk to English-speaking people in your own country, this is the book for you.

If you are not sure whether you can learn anything new from this book, try these questions:

1. When does one say "Good day"?
2. What does "Well! I like that!" mean?
3. What's wrong with: "Good morning. Mr Johnson speaking"?
4. What would you say when introducing a visiting speaker?
5. What does *I'll call for you* mean?

The answers are:

1. Never (see Chapter 1).
2. I don't like that at all (see Chapter 16).
3. One shouldn't use *Mr* When saying one's name (Chapter 1).
4. Ladies and gentlemen, Mr X-. (Chapter 1).
5. I'll come and fetch you. (Chapter 12).

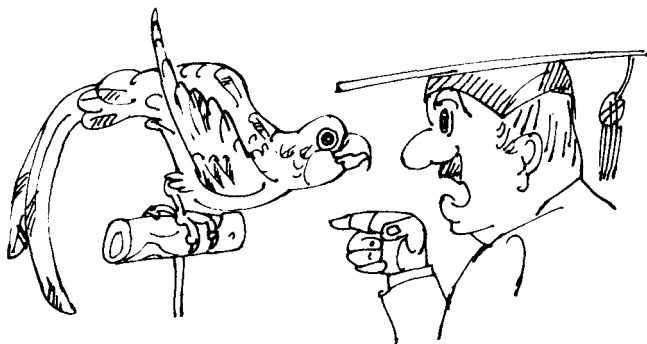
These, and many other tricky points where foreign students often go astray, are explained in this book.

To the Teacher

This book was written with classroom and language-laboratory problems in mind, although it can be safely recommended to students who are working on their own.

Two 5" long playing tapes are available, which contain material based on the book. Plenty of practice is given in listening, repetition, intonation, stress and pronunciation,

and, if used in conjunction with the book, the tapes are of inestimable value for class or language-laboratory work.



Section One: WHAT TO SAY

This section will equip students with the basic expressions needed to cope with everyday conversations in English.

It will give them both **PRACTICE** and **CONFIDENCE** in using what they learn.

No More Unsuccessful Conversation Classes

Impromptu conversation classes seldom work successfully unless students know a great deal of English and are naturally talkative. But if each step is carefully rehearsed, useful conversations can be built up, and even the shyest student will join in.

For this reason, special attention has been given to providing appropriate and abundant exercises. Put under the heading of **PRACTICE**, these are an essential feature of the book—perhaps the most important.

Section Two: HOW TO SAY IT

Pronunciation and **intonation** are largely learnt by repetition. In this section, therefore, technical explanations are of the

simplest. It is essential that students should repeat the phrases here immediately after hearing them spoken correctly.

The chapters in Section Two should be introduced here and there to avoid monotony. Thus the first lesson might deal with Chapter 1, the second lesson Chapter 18 A, followed by 2, 18 B, 3, etc.

Acknowledgements

Mr Roger Kingdon has devised the stress and intonation marks for this book, and has thoroughly revised and augmented the chapters in Section Two.

I wish to express my gratitude to Mrs Anna-Liisa Sohlberg, Dr Erkki Penttilä and Mr James Murray for their kind help and advice.

Philip Binham

Stress and intonation marks

Stress and intonation are indicated in a few cases where they are important by placing one of the following accents before the syllable to be stressed:

- | | |
|-----------------------|------------------------|
| (ˊ) high level stress | (ˆ) high rising stress |
| (ˋ) falling stress | (˘) low rising stress |

Example:

'Would you 'like some 'tea? – 'No, ˘thank you.

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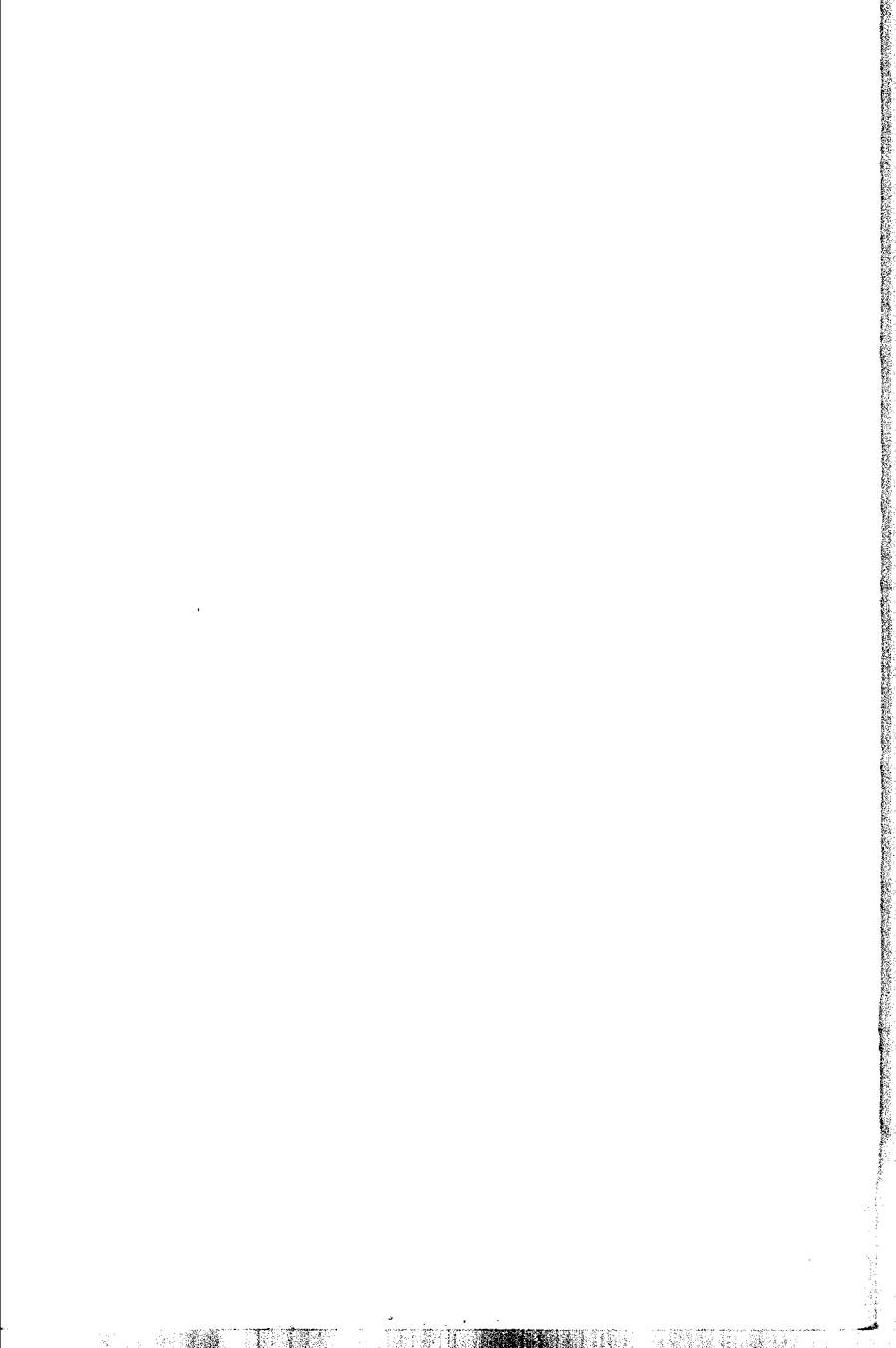
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Section One **WHAT TO SAY**



I: MEETINGS AND GREETINGS

Introductions

It is usual for a third person to perform introductions in English.

He will say:

1. This is Mr Johnson . . . this is Miss Jones (at the same time indicating each person with his hands).

or

2. May I introduce you to Mr Robinson? . . . This is Mr Baker.

or

3. I'd like you to meet Miss Maine . . . This is Mr Richards.

The people introduced will say:

How d'you do – How d'you do

or (especially in the USA) Pleased to meet you – Pleased to meet you. (Some English people consider this vulgar.)

Remember that *How d'you do* is only used after introductions, and cannot be used for later meetings.

If there is no third person to introduce you, say:

May I introduce myself? My name is Peter Dennison.

The answer will be:

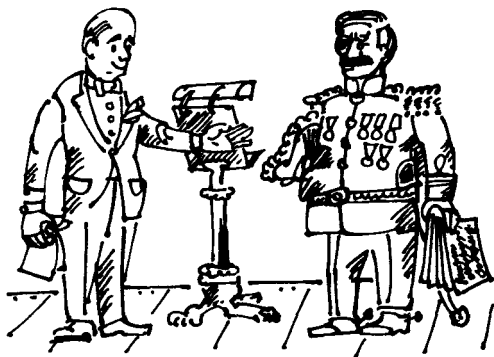
How d'you do. My name is Mary Bell.

NOTE Men do not call themselves *Mr*. They use either their Christian name and surname as above, or just their surname. Women normally use both Christian name and surname; they may add *Mrs* or *Miss* to avoid confusion.

Introducing a speaker

If you are introducing a speaker you should say (indicating the speaker with your hand):

Ladies and gentlemen, Professor Borrowdale.



or

Ladies and gentlemen, I have great pleasure in introducing our guest speaker, General Smith-Fields.

The next time you meet

For the next and later meetings, to people with whom you are on fairly formal terms, say:

Good morning (until about lunch-time – 12 mid-day to 1 p.m.)

Good afternoon (till tea-time or just after – 5 to 6 p.m.)

Good evening (till about 9 p.m.)

The answers are the same.

NOTE Do not say *Good day*.

Do not use *Good evening* when leaving. Here *Good night* is used.

When you know the person a little better, you may say:
How are you?

The answer will be:

Very well, thank you.

or (less formal)

Fine, thanks.

Remember that the *thank you* or *thanks* should end the phrase, not begin it.

If you are not well and wish to make this known, say:

Not too well, I'm afraid.

NOTE Most English people only shake hands when they are introduced, or when meeting after not seeing each other for a long time. They do not bow for introductions.

A conversation

Mr Godley: Good morning, Mr Bellamy. How 'are you?

Mr Bellamy: Very well, thank you. How are 'you?

Godley: Fine, thanks. I don't think you've met my secretary. This is Mr Bellamy, who's come to check our accounts. This is Miss Lloyd.

Bellamy and Miss Lloyd: How d'you do.

Bellamy: You have a very nice office here.

Miss Lloyd: Yes, it 'is nice, 'isn't it? I like working here very much.

(The conversation continues, probably about the weather.)

(Two days later)

Bellamy: Good afternoon, Miss Lloyd.

Miss Lloyd: Good afternoon. How are 'you today, Mr Bellamy?

Bellamy: Not too well, I'm afraid. Must 've caught a bit of a cold I think.

Miss Lloyd: Oh (*ou*), I'm sorry to hear that. They say there's a lot of flu about just now, so I expect that's what it is.

(On which comforting note we will leave them.)

PRACTICE

1. (a) Introduce two people to one another (one of them a woman).
(b) Introduce yourself to someone.
2. Read the following remarks and answer them *immediately*:
 - (a) How d'you do
 - (b) How are you?
 - (c) Good afternoon
 - (d) Good evening
 - (e) Good morning
3. What would you say:
 - (a) At a first meeting
 - (b) If you met somebody at 8.30 p.m., 11 a.m., 3.30 p.m., 12 midday, 2 a.m.
 - (c) When introducing a speaker
 - (d) If someone asked "How are you?" and you were feeling unwell.
4. Learn the Conversation above by heart. Then students play the parts of Godley, Bellamy and Miss Lloyd without looking at the book.
5. Continue the conversations between Miss Lloyd and Mr Bellamy where they left off. This can be done impromptu, or pairs of students can prepare their parts. The weather seems a likely topic, but may lead to others. Here are some remarks about the weather that may come in handy:

Isn't it lovely weather today?
What an awful day, isn't it?
Rather a cold wind, 'isn't it?
Looks a bit like rain, 'doesn't it?
Have you heard (seen) the weather forecast?
It's been rather a good (bad) summer (winter), 'hasn't it?
I expect it'll clear up later.

NOTE Never say "a weather".

2: HELLO AND GOODBYE

Informal greetings

When you have got to know somebody better you may say:

Hello – Hello

How're you getting on? – Fine, thanks.

You may also hear less “safe” expressions such as:

How's life? – Not too bad, thanks.

How's life treating you? – Can't complain, you know
(some people consider this vulgar).

Good morning is used informally, but not the other “times of day”.
Often the *good* is dropped; sometimes the person's name is added:

Morning Jim – Morning

After not seeing someone for some time, say:

Nice to see you again.



Leaving

Formal or informal:

Goodbye

Less "safe" informal expressions are:

Cheerio Bye bye G'bye Bye Bye now

Be seeing you See you

The answers will be the same.

If you're going to meet again the same day (soon):

See you later See you soon See you tonight (= this evening)

See you tomorrow

These are often answered by:

Fine O.K. All right That's right

Good night can be used on all occasions after about 8 p.m. when leave-taking or retiring to bed.

To someone who's leaving for a fair length of time:

Goodbye John, and all the best.

Goodbye Jean, and good luck.

This will probably be an occasion for the rare British hand-shake.

NOTE *Good day* and *Good morning*, etc. are normally only used for leave-taking by shop-assistants.

Drinking

Cheers! – Cheers! or nothing at all. This is usually only said over the first drink. After this each man drinks at his own speed.

Improvising a toast. Begin with *Here's to*.

Well, here's to your trip.

Here's to success in your new job.



Cheers! – Cheers!

Conversation I

Bill: Hello Jane. How're you getting on?

Jane: Fine, thanks. How're you?

Bill: Fine.

Harry: Hello you two.

Bill: Hello Harry.

Jane: I think I'd better be going, or I'll be late at the office.
Goodbye.

Harry: Goodbye Jane.

(The men talk for a few minutes and then)

Bill: Got to be going, I'm afraid. See you tonight at the dance.

Harry: All right.

Conversation II

Paul Bartlett meets Stephen Newby (Steve) in a pub.

Paul: Hello Steve. Nice to see you again.

Steve: Hello Paul. Haven't seen you for ages. Where've you been?

Paul: I've been in Peru as a matter of fact.

Steve: Peru eh? Let's see now, how long have you been away?

Paul: Just over a year.

Steve: Going back?

Paul: Yes, I'm leaving the day after tomorrow.

Steve: Well, this calls for a drink. Is that bitter* you're drinking?

Paul: Yes, bitter for me please.

Steve: (to the barman) Two halves of bitter please.

Barman: There you are sir.

Steve: (after paying for the drinks) Well, here's to your trip.

Paul: Thank you. – Cheers!

Steve: Cheers!

Steve: Well, time to get back to work, I suppose. Look, would you have time to drop round and have a chat with us this evening? I know Mary would be very glad to see you.

Paul: Thanks, I'd like to very much.

Steve: Good – see you tonight then.

Paul: Fine.

* bitter = beer

PRACTICE

1. Read and answer the following:

- (a) How're you getting on?
- (b) Cheerio
- (c) Hello
- (d) See you tomorrow
- (e) Goodbye
- (f) Cheers
- (g) See you about seven, then