

Teach & Study
English as a Foreign Language

Student's Book

- UNIT 4 -
Polite Conversation with a Lonely Neighbour

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Unit 4

Polite Conversation with a lonely Neighbour

The doorbell rings

Ms Redmond: Oh hello, Mr Darcy. Do come in.

Mr Darcy: Thank you, Ms Redmond. I just thought I'd drop in to see how you are.

Ms Redmond: Well that's very kind of you. I'm fine, thanks. How are you?

Mr Darcy: Oh, not too bad, not too bad at all really.

Ms Redmond: Well that's good! Uh, would you like a cup of tea?

Mr Darcy: I'd love one, thanks.

Ms Redmond: OK, make yourself at home. I'll be right back.

Ms Redmond disappears into the kitchen and returns with tea and biscuits

Ms Redmond: Here you are. Milk and sugar?

Mr Darcy: No, thanks, but I'll have a biscuit.

Ms Redmond: Help yourself. The chocolate ones are nice.

Mr Darcy: Yes, they're my favourites.

Ms Redmond: Good. So, how are things?

Mr Darcy: Fine, fine. ... Yes, things are fine with me. It's lovely weather, isn't it?

Ms Redmond: Uh, yes, it's very mild.

(silence)

... Oh Mr Darcy, I'm terribly sorry but I have some guests coming to dinner this evening and I've just noticed the time. Would you mind ...?

Mr Darcy: Mind? Not at all. I'd love to come. Thank you very much.

Ms Redmond: Er, you're welcome!

Polite/Standard Phrases

Speaker A

- Nice/Pleased to meet you.
- Hi, nice to see you.
- How are you?/How are things?
- Would you like to have dinner with me?
- Come in.
- Have a seat.
- Make yourself at home.
- Would you like a drink?
- Could you pass me the sugar, please?
- Thanks./Thank you.
- Cheers! / Here's to your very good health!
- I'm sorry! / I beg your pardon!
- Pardon? / Sorry?
- After you.
- Have a nice time/day/evening, etc.
- Goodbye. / Bye-bye. / Bye. / See you. / See you soon. / See you later.

Speaker B

- Nice/Pleased to meet you, too.
 - Nice to see you, too.
 - Fine, thanks. And you?/Fine, thanks. And with you?
 - I'd love to. / I'm afraid I can't today, I have to...
 - Thanks./Thank you.
 - Yes, please. / No, thanks./No, thank you.
 - Certainly. Here you are.
 - You're welcome. / My pleasure. / Don't mention it.
 - Cheers! / Here's to your very good health!
 - It's OK. / No problem. / It doesn't matter.
 - I said, ...
 - Thank you.
 - Thanks, (the) same to you. / Thanks, you too.
 - Goodbye. / Bye-bye. / Bye. / See you. / See you soon. / See you later.
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Personal Pronouns

Nominative Case (the subject)	Objective Case (the object)	Possessive Adjective	Possessive Pronoun
I	me	my	mine
you	you	your	yours
he	him	his	his
she	her	her (+ <i>noun</i>)	hers (<i>no noun</i>)
it	it	its	its
we	us	our	ours
you	you	your	yours
they	them	their	theirs

1. Pronouns used as subjects must be in the nominative case

- **I** love animals.
- **You** live in Germany.
- **He/She** watches TV.
- **It** has a long tail.
- **We** read books.
- **They** eat a lot of pasta.

2. Pronouns used as objects must be in the objective case

- The doctor examines **him**.
- Her colleagues love **her**.
- We hope to see **you** at the party.
- Our parents are proud of **us**.

3. Pronouns used after prepositions must be in the objective case

- Let me talk **to him**.
- She makes coffee **for me**.
- I live **with them**.
- He smiled **at her**.
- They are interested **in us**.

4. Possessive Adjectives are used with a noun:

- This is **my boat**.
- These are **our interests**.
- That's **her cousin**.
- It's **your turn**.

5. Possessive Pronouns are used without a noun:

- It's not **yours**, it's **mine**.
- A: Whose books are these? B: They're **ours**.

Note:

We say *friends/colleagues* etc **of mine/yours/his/hers/its/ours/theirs**, NOT ... *of me/you/her* etc.

C. my/mine your/yours her/hers our/ours their/theirs

Example: We live in my (mine/my) house.

1. I hate _____ (your/yours) dog.
2. You know _____ (my/mine) friend.
3. They're colleagues of _____ (our/ours).
4. Ruth likes _____ (her/hers) teacher but Mary dislikes _____ (hers/her).
5. They go to _____ (their/theirs) boss's house.
6. You give _____ (their/theirs) to _____ (ours/our).
7. You see _____ (hers/her) and she sees _____ (your/yours).
8. I phone _____ (your/yours) company and you phone _____ (mine/my).
9. I think that's Judy's car. Yes, it's _____ (her/hers).
10. Michael and Paul are friends of _____ (our/ours) brother's.

D. Change the following sentences. Use 's, s' or of

Example: They're legs. (the woman / the women / the table)

They're the woman's legs.

They're the women's legs.

They're the legs of the table.

1. It's the back. (the man / the bus)
2. It's the heart. (the poet / the city)
3. They're the headquarters. (the inspectors / the company)
4. It's a ball. (the child / the children / the footballers)
5. It's food. (the dog / the cats / the year)
6. It's a computer. (the lady / the ladies)
7. They're keys. (the secretary / the secretaries / the keyboard)
8. It's the foot. (the patient / the bed)
9. It's the newspaper. (Tom / Monday)
10. They're hands. (the girls / the clock)
11. It's the bottom. (the baby / the page)
12. They're employees. (the bosses / the boss / Caroline)
13. That's the title. (the men / the film)
14. They're exams. (the lecturers students / this year)
15. It's the committee. (the gentlemen / the teachers)

E. Give the polite/standard responses to the following phrases

1. Would you like to have lunch with me on Friday? (*positive answer*)
2. Would you like a cup of coffee? (*positive answer*)
3. How are you?
4. Cheers!
5. Pleased to meet you.
6. Oh, I'm terribly sorry!
7. Thank you very much.
8. Could you pass me the milk, please?
9. Would you like to come to the cinema with me on Saturday night? (*negative answer*)
10. Have a nice day.

F. You receive a visit from a friend or stranger. Choose a partner and prepare your own dialogues using as many polite/standard phrases as possible. Practise your dialogue until you are ready to present it to the class without the help of your notes.

SOLUTIONS

Unit 4 – Polite Conversation with a lonely Neighbour

A. *Polite Conversation with a lonely Neighbour. Answer the following questions on the text*

1. Ms Redmond's doorbell rings.
2. Mr Darcy is (at Ms Redmond's door).
3. He/Mr Darcy is Ms Redmond's neighbour.
4. He's not too bad/not too bad at all.
5. The chocolate ones are. / The chocolate biscuits are nice.
6. No, it isn't. / No, the weather isn't awful. It's very mild.
7. No, it isn't. / No, Ms Redmond and Mr Darcy's conversation isn't interesting. (It's polite/boring.)
8. No, they haven't (got a lot to talk about).
9. Yes, she is (too polite to Mr Darcy). (She tells him he's welcome to come to dinner.) /
No, she isn't (too polite to Mr Darcy). (As he is lonely, she should have invited him to dinner in the first place.)
10. No, she isn't (happy to have him to dinner).

B. *me/my you/your him/his it/its us/our them/their*

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|--------|--------|------------|--------|-----------|
| 1. him | 2. his | 3. our, us | 4. him | 5. my, my |
| 6. it | 7. his | 8. them | 9. our | 10. its |

C. *my/mine your/yours her/hers our/ours their/theirs*

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|----------------|---------------|---------|--------------|----------|-----------------|
| 1. your | 2. my | 3. ours | 4. her, hers | 5. their | 6. theirs, ours |
| 7. hers, yours | 8. your, mine | 9. hers | 10. our | | |

D. *Change the following sentences. Use 's, s' or of*

1. It's the man's back. / It's the back of the bus.
2. It's the poet's heart. / It's the heart of the city.
3. They're the inspectors' headquarters. / They're the headquarters of the company/the company's headquarters. (the company headquarters)
4. It's the child's ball. / It's the children's ball. / It's the footballers' ball.
5. It's the dog's food. / It's the cats' food. / It's the food of the year.
6. It's the lady's computer. / It's the ladies' computer.
7. They're the secretary's keys. / They're the secretaries' keys. / They're the keys of the keyboard.
8. It's the patient's foot. / It's the foot of the bed.
9. It's Tom's newspaper. / It's Monday's newspaper.
10. They're the girls' hands. / They're the hands of the clock.
11. It's the baby's bottom. / It's the bottom of the page.
12. They're the bosses' employees. / They're the boss's employees. / They're Caroline's employees.
13. That's the men's title. / That's the title of the film.
14. They're the lecturers' students' exams. / They're this year's exams.
15. It's the gentlemen's committee. / It's the teachers' committee.

E. *Give the polite/standard responses to the following phrases*

1. I'd love to. Thanks.
2. Yes, please.
3. Fine, thanks./Very well, thanks./Not bad, thanks. And you?
4. Cheers!
5. Pleased to meet you, too.
6. It's OK. / No problem. / It doesn't matter. / No harm done. / Don't worry about it.
7. You're welcome. / My pleasure. / Not at all. / Don't mention it.

8. Certainly. Here you are.
 9. I'm afraid I can't on Saturday, I have to But thanks for asking.
 10. The same to you. / You too. Thanks.
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