



KEMENTERIAN PENGAJIAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI



PERFORM BASIC

Social Interactions



Speak with Confidence, Connect with Ease

Self-study and classroom use

LUKE KENNY DORING

PERFORM BASIC SOCIAL INTERACTIONS

Self-study and classroom use

LUKE KENNY DORING

Copyright © 2024 by Kolej Komuniti Kuching. All rights reserved. No part of this book may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the copyright holder. The author expresses appreciation and thanks to all who contributed ideas and support during the writing process of this eBook. Graphic design by Liew Foong Ching. We thank her for her creative contributions that has added an aesthetic touch to this eBook.

Writer

Luke Kenny Doring

Editor

Diana Lim Pei Wen

Graphic Designer

Liew Foong Ching

e ISBN 978-967-18718-6-7



Published By

Kolej Komuniti Kuching

Lot 3563, Sego Center, Jalan Sultan Tengah

93150 Kuching, Sarawak, Malaysia

Preface

This eBook, **Perform Basic Social Interactions**, is designed as an essential resource for students aiming to develop foundational communication skills in English through practical social interactions. Organized into structured sections on making requests, offering apologies, asking for and giving or refusing permission, and extending invitations, this eBook provides clear language structures, dialogues, and scenario-based tutorials. Each topic is broken down into theory and interactive tutorials, ensuring students not only understand the basics but also practice them in relatable, real-life contexts.

Enhanced with multimedia features such as video and audio, the eBook offers an immersive learning experience where students can see, hear, and engage in various social scenarios, fostering confidence in conversational English. Interactive video and audio components bring each lesson to life, making practice sessions more engaging and effective. Through scenario-based activities, dialogue builders, quizzes, and simulations, students can actively apply what they learn and receive immediate feedback. This integrated approach will equip students with practical language skills for polite requests, apologies, permission handling, and invitations, crucial for both personal and professional interactions in English-speaking environments.

Our goal with **Perform Basic Social Interactions** is to equip students with practical, conversational English skills that not only boost confidence but also foster cultural awareness and adaptability in diverse communication settings. By blending theoretical knowledge with interactive, multimedia-rich tutorials, this eBook serves as a comprehensive resource for students to build their English fluency and establish a strong foundation for real-world success.

Luke Kenny Doring

TABLE OF CONTENT

PERFORM BASIC

Social Interactions

Introduction	Page 06
Unit 1. Making Requests	Page 08
Unit 2. Making Apologies	Page 31
Unit 3. Request for Permission	Page 38
Unit 4. Extend Invitations	Page 51
Answer key	Page 64
References	Page 67



Introduction

Who is this book for?

Perform Basic Social Interactions is designed for beginner and intermediate learners of English who aim to improve their conversational skills in everyday social interactions. It is ideal for students studying English as a second language, whether they are preparing for real-world communication or looking to enhance their fluency for personal and professional use.

This book is especially suited for learners who need to develop practical language skills in areas such as making polite requests, offering apologies, asking for and giving or refusing permission, and extending invitations. Whether you are preparing for workplace communication, socializing in English-speaking environments, or simply wishing to build more confidence in conversations, this eBook provides the tools to help you succeed.

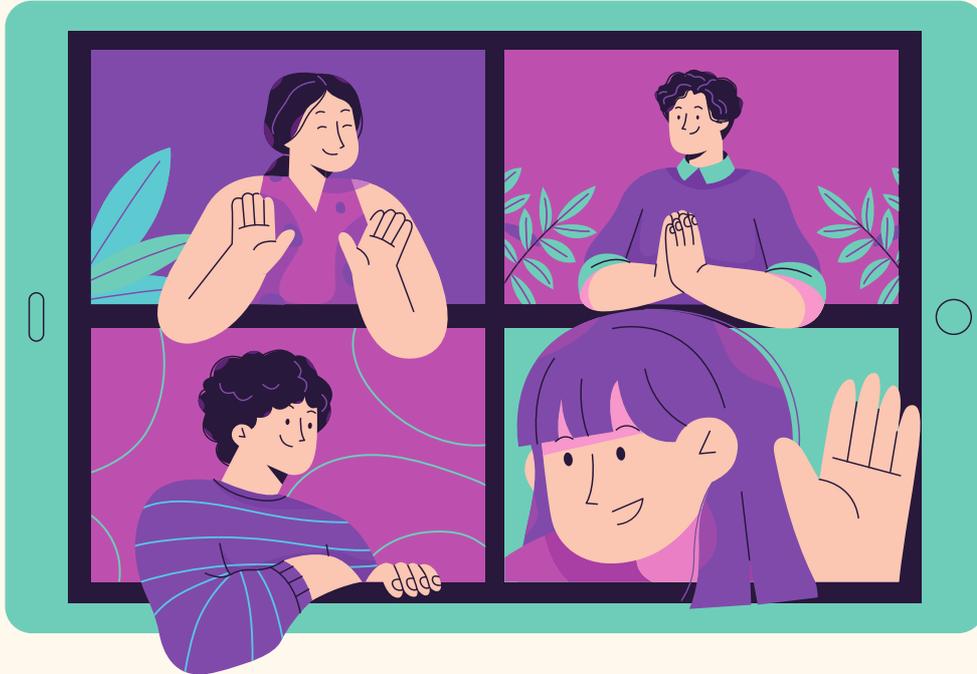
You can use this book for self-study, with a lecturer in the classroom, or in small groups. Its interactive features, including video and audio components, make learning both engaging and effective, whether you're studying independently or with others.

How is the book organized?

The book is arranged in units, each unit explains new words and expressions. The exercises allow you to check and develop your understanding of the words and expressions, and how they are used through a series of exercises.

There is an Answer key at the back of the book. Most of the exercises have questions with only one correct answer.

Making Requests



Situation:

A group of architectural students, Mat, Helmy, Shah, Adam, Sam, and Rosman, were working together on a model project for their final submission. They needed to finish it by the end of the week, so they divided up tasks and began asking each other for help with specific details.



Making Requests

Dialogue:

Mat was struggling with the base of the model and needed extra hands to get it steady. He turned to Helmy and said, “**Will you please** help me hold this corner while I glue it down?”

“Of course!” Helmy replied, moving closer to steady the corner.

Meanwhile, Shah noticed that they were running low on some materials. He turned to Adam and asked politely, “**Could you** go to the workshop and get more cardboard sheets? I think we’ll need at least three more to finish the walls.”

Adam nodded, “Sure thing, Shah! I’ll be back in a bit.”

Later, as they were putting the pieces together, Sam needed extra lighting to work on a detailed section. He approached Rosman and asked, “**Would you** mind if I borrowed your desk lamp for a few hours? It’s a bit hard to see the finer parts here.”

“No problem at all, Sam,” Rosman said, handing over his lamp.



Making Requests

Continue...

Then, Rosman realized he would need help placing the delicate windows in the model. He looked at Mat and said, "Would you help me attach these windows? They're a bit tricky to handle on my own."

Mat smiled, "Definitely, I'll help out!"

Finally, as they were close to finishing, Shah noticed a few fingerprints on the glass panels. He asked Adam, "**Would you mind if** we quickly wiped down these glass pieces? It'll look better in our final presentation."

"Not at all! That's a great idea," Adam replied, grabbing a cloth to help Shah clean the panels.

Thanks to everyone's cooperation and willingness to help, the team managed to complete their model on time, with each student contributing to the final touches.



LISTEN TO DIALOGUE



Making Requests

USEFUL EXPRESSION

Will you please

You can use **will you please** as a polite way to make a direct request or ask someone to do something for you. It's typically used in situations where the speaker is confident that the other person will agree.

- *Will you please* pass me that book on the table? I need it for my notes.
- *Will you please* keep the door open while I carry these boxes inside?

Could you

You use **could you** as a polite way to make a request, asking someone if they are able or willing to do something for you. This phrase shows respect for the other person's ability or choice.

- *Could you* help me with this project? I'm struggling with the final section.
- *Could you* bring an extra chair for our guest?



Making Requests

USEFUL EXPRESSION

Would you

You say **would you** when making a polite request or inviting someone to do something. It's often used when you want to make a friendly or considerate request.

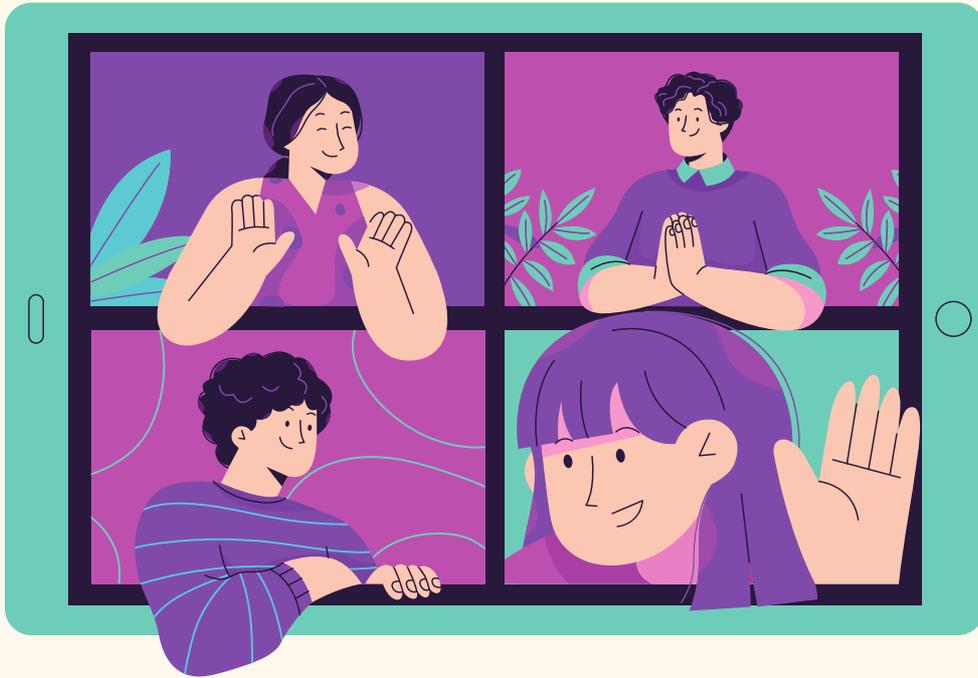
- *Would you mind if we started the meeting a little earlier?*
- *Would you lend me your notes for this lecture? I missed some important points.*

Would you mind if

You can use **would you mind if** to politely ask someone's permission to do something. This phrase suggests that you are being considerate of the other person's preferences or comfort.

- *Would you mind if I opened the window? It's getting quite warm in here.*
- *Would you mind if I borrowed your car for an hour? My car is at the mechanic.*

Making Requests



A direct command is the strongest way to request urgent attention.

Take her to the hospital!

Let us rest!

Call the police!

Help me!

Can you can also be used to request attention to a need.

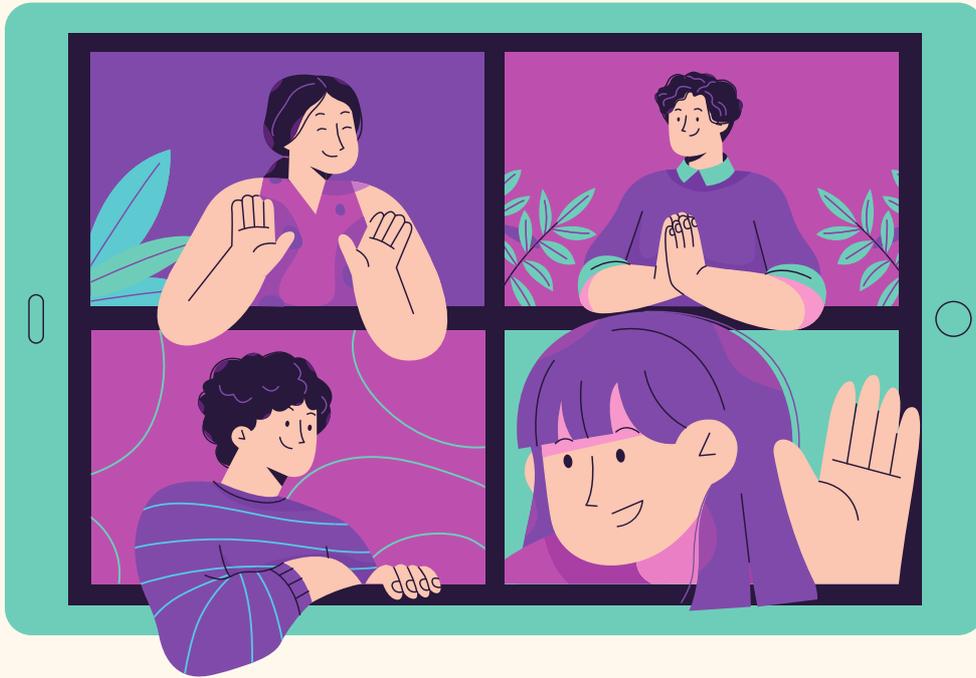
Can you get me to a hospital right away?

Can you call the police?

Can you help me?

A direct command for assistance in attaining something you want (rather than something you need) is considered rude. **Can you** is also a little abrupt.

Making Requests



Will you is the most direct way to request what you want and should always be preceded or followed by **please**.

Will you please take me to the airport?

Please, will you bring me a glass of water?

Could you (please) is a more polite way to request what you want.

Could you babysit for my daughter this weekend?

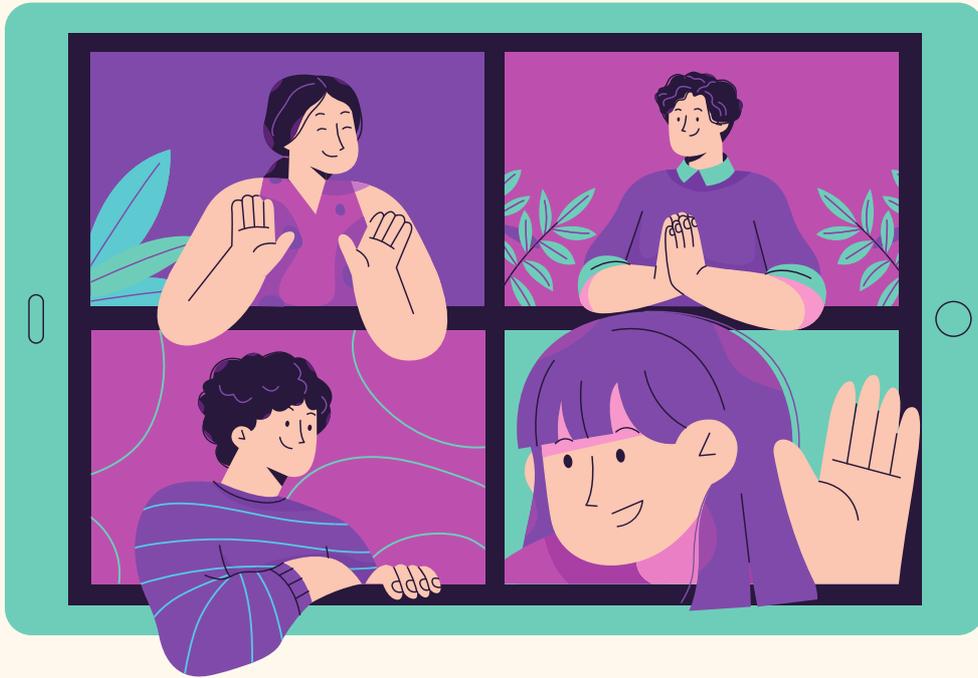
Could you tell us how to get to Main Street from here?

Would you (please) is an even more polite way to request what you want.

Would you (be able to) mow the lawn for me this weekend?

Would you take me to the store this afternoon?

Making Requests



Would you mind + -ing is the most formal way to ask someone to do something for you.

Would you mind helping me with these packages?

Would you mind telling us how to get to the main highway?

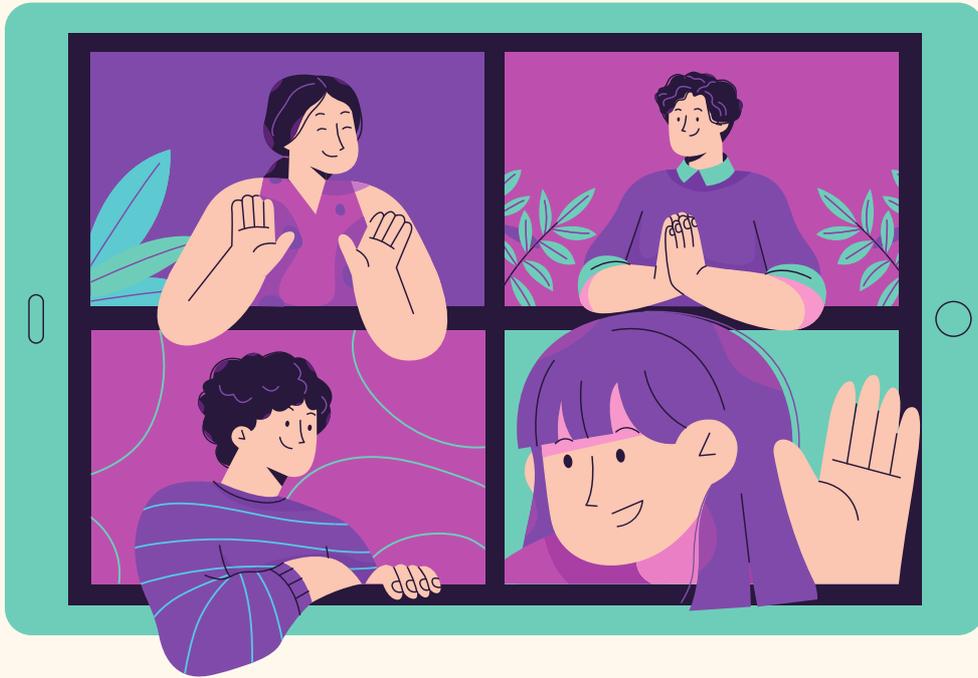
Would you mind if + subjunctive is a very polite way to ask permission to do something

Would you mind if I borrowed your car? No, you can use it for a couple of hours.

Would you mind if we stayed one more night?



Making Requests



To **mind** can mean not be happy about.

Do you **mind** if I use your pen? No, I don't **mind**.

Do you **mind** if I borrow your car? Yes, I do **mind**! You may not borrow it.

A **favor** is something that someone does to help someone else out.

Will you do me a **favor**? Of course. What do you need?

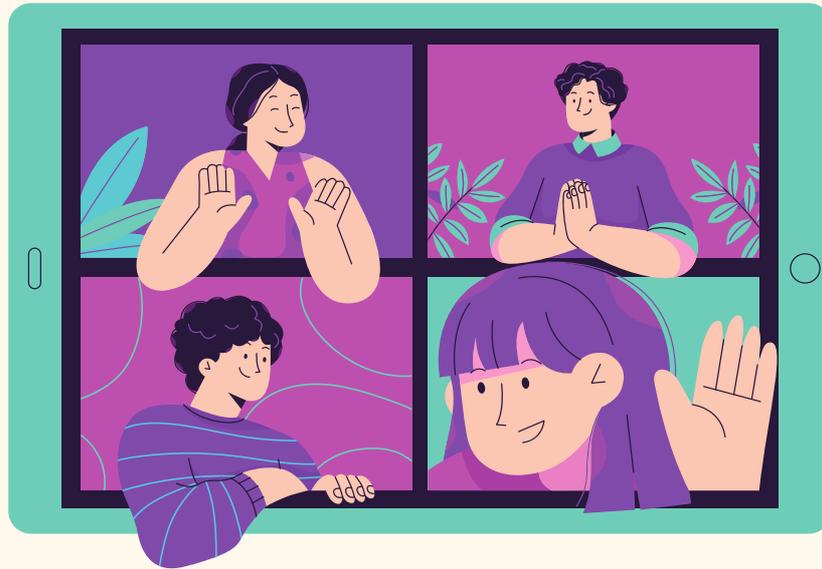
Would you mind if I asked you a **favor**? Of course not.

What can I do for you?



Making Requests

EXERCISE 1



Write an appropriate question or command for each situation.

1. You want the lady in front of you in the theater to take off her large hat so you can see.
2. You want a friend to lend you RM20.
3. You want a taxi driver to take you to the airport.
4. A friend is giving you a ride home. You want him to turn right at the next stoplight.



Making Requests

EXERCISE 2



Write a question or remark for each of the following answers.

1. _____

Go ahead. I don't mind.

2. _____

I'll come over right away.

3. _____

Sure, I'll go over it with you.

4. _____

The thing is, I've been really busy.



Making Apologies



Situation:

Amelia had decided to stay late at the makerspace to finalize her fashion-and-design-themed IoT project for an upcoming competition. She needed uninterrupted time to focus, as she had several technical details to refine. But just as she settled in and began working on her project, her friends and teammates began stopping by her workstation for various reasons.

She had just begun testing the sensors on her design when Ali knocked on her workspace door.

Making Apologies

Dialogue:

"**Sorry to** interrupt, Amelia," Ali began, "but could I borrow the spare sewing machine for a quick fix on my prototype?"

"**That's all right,** Ali," Amelia replied, passing him the machine. "Just be sure to bring it back by the end of the evening. I'll need it soon."

Amelia tried to resume her work but was interrupted again by Iman, who walked in carrying some Arduino parts.

"**Sorry for** barging in, Amelia," Iman said. "Do you have an extra microcontroller? Mine stopped working, and I really need one to continue my test."

"**No problem,** Iman," said Amelia as she handed over the microcontroller from her spare parts box. "Hope it helps you get things working again."

After Iman left, Amelia tried to focus again, but just as she was adjusting her code, Lin walked in.

Making Apologies

Continue...

"**Excuse me**, Amelia, but I really need to borrow your heat press. My design requires urgent pressing, or I might miss the deadline!" Lin pleaded.

"**No need to apologize**, Lin," Amelia replied. "But please remember, I have a deadline too, so return it as soon as you're done."

Amelia felt a bit frustrated but kept her cool, hoping that the interruptions would end. Finally, as she returned to work, Junaidi approached, holding a clipboard.

"**Forgive me** for disturbing you, Amelia," Junaidi said hesitantly. "I'm collecting donations for the equipment fund. Would you like to chip in?"

"**Junaidi!**" Amelia replied, exasperated. "Can't you see I'm in the middle of something crucial? I'll contribute later, but please not right now."

Junaidi left, looking slightly hurt. Amelia, who was usually calm and patient, immediately felt bad for her reaction. She stepped out of her workspace to find him.

Making Apologies

Continue...

"I **apologize** for snapping at you, Junaidi. I shouldn't have let my frustration show," Amelia said sincerely.

"It **doesn't matter**, Amelia," Junaidi replied with a smile. "**Please accept my apologies** for bothering you when you were focused. I know it's a big project."

They exchanged a quick nod, and Amelia returned to her workspace, hoping to finally finish her work without further interruptions.



LISTEN TO DIALOGUE

Making Apologies

USEFUL EXPRESSION

all right

that's all right

You say that's all right in reply to an apology to show that the action or situation that caused the apology was not important:

- I'm sorry I damaged your bike, Jack.'
- **'That's all right,** Mike! The damage isn't serious. I'll be able to repair it myself.'
- 'I'm sorry I can't look after the children for you this evening.'
- **'That's all right,** Lucy! We didn't give you very much notice, and, in any case, my mother has offered to look after them.'

Making Apologies

USEFUL EXPRESSION

apology

my apologies!

You say **my apologies!** when you wish to apologize to someone for something bad, unpleasant, inconvenient, etc, that you have done:

- **My apologies!** I took your coat by mistake. Here it is.
- **My apologies!** I didn't realize that this was your seat. Please sit down!

Making Apologies

USEFUL EXPRESSION

apologize

no need to apologize

You say **no need to apologize** when someone has apologized for doing something, or for not doing something, but you think that, in the circumstances, they do not have to apologize:

- 'I'm sorry I forgot to bring back your lawnmower.'

'**No need to apologize.** I won't be using it till next week.'

- 'Forgive me for interrupting the meeting, but you forgot to take some of the papers you might need for it.'

'**No need to apologize,** Sara. You're quite right. I should have taken these with me.'

Making Apologies

USEFUL EXPRESSION

excuse

excuse me

You use **excuse me** when you apologize to someone for doing something, usually something minor, that may be inconvenient or may seem rather rude:

- **Excuse me!** I didn't realize you had guests. I just wanted to give you this book.
- Sara sneezed two or three times and said, '**Excuse me!** I think I'm getting a cold.'
- **Excuse me** for arriving at an inconvenient time, but we really have to discuss these business plans right away.
- Please **excuse me** for missing the first part of the meeting. The bus was very late.

Making Apologies

USEFUL EXPRESSION

forgive

forgive me

You can use **forgive me** when you apologize to someone for doing something, usually something minor, that may be inconvenient or may seem rather rude. In this context the expression is used in much the same way as excuse me, but it is slightly more formal:

- **Forgive me!** I didn't realize that you were in the middle of a meeting.
- **Forgive me** for coming in the middle of your meeting, but there's a call from your wife and she says it's urgent.
- **Forgive** the unexpected visit, but I was visiting a friend in the neighbourhood, and I remembered that you had just moved here.

Making Apologies

USEFUL EXPRESSION

matter

it doesn't matter

You use **it doesn't matter** in reply to an apology to show that the action or situation that caused the apology was not important:

- 'I'm sorry that I won't be able to help you move house.'
'**It doesn't matter**, thanks, Bill. My brother and his friends are going to help.'
- 'I'm sorry for interrupting you when you had guests.'
'**It doesn't matter**. My brother and his family were on their way to visit my mother and just stopped for a cup of tea.'

Making Apologies

USEFUL EXPRESSION

problem

no problem

You say **no problem** in reply to an apology, often in connection with something minor:

- 'I'm sorry to come round without phoning first.'
'**No problem**, Jill! You're welcome.'

- 'My apologies for arriving at the party so late.'
'**No problem**, Mike! I know you were working late and some of the other guests have just arrived.'

Making Apologies

USEFUL EXPRESSION

sorry

You use **sorry** in various constructions when you apologize to someone for something bad, unpleasant, inconvenient, etc, that you have done:

- **Sorry!** I didn't mean to wake you up! I didn't realize you were still asleep.
- **Sorry** for waking you. I didn't realize you were still asleep.
- **Sorry** to wake you, but there's an urgent phone call from the States for you.
- **Sorry** about the disturbance this morning. I didn't realize you were still asleep.
- I'm **sorry that** I woke you this morning, but I didn't realize that you were still asleep.

Making Apologies



Direct Apology:

1. I'm sorry for being late.
2. I apologize for the inconvenience.
3. Forgive me for my mistake.

Providing Excuses for Apologies:

1. I'm sorry, but I was stuck in traffic.
2. I apologize, but I had an emergency.
3. Forgive me, but I misunderstood the instructions.
4. I'm sorry, but I was caught up in a meeting.
5. I apologize, but I had an unexpected emergency.
6. Forgive me, but I was delayed by traffic.
7. I'm sorry, but I wasn't feeling well.
8. I apologize, but I had a family obligation.
9. Forgive me, but I misunderstood the schedule.
10. I'm sorry, but I had a prior commitment.
11. I apologize, but I lost track of time.
12. Forgive me, but I had technical difficulties.
13. I'm sorry, but I was out of town.

Making Apologies



Polite Apology:

1. I **regret** any trouble I may have caused.
2. **Please accept my apologies** for the oversight.
3. I **sincerely apologize** for any inconvenience.

Responding to Apologies

Accepting Apologies:

1. **It's okay**, don't worry about it.
2. **No problem**, I understand.
3. I **forgive you**, let's move on.

Acknowledging Apologies:

1. **Thank you** for apologizing.
2. I **appreciate** your apology.
3. I **understand**, thank you for letting me know.

Reassuring After Apologies:

1. **No harm done**, it's all good.
2. **Everything's fine**, don't worry.
3. **We're good**, let's forget about it.

Email To Apologize For A Mistake



To a Very Close Friend:

Subject: I'm Really Sorry

Hey [Friend's Name],

I hope you're doing well. I wanted to reach out and apologize for missing your birthday party last weekend. I'm really sorry, but I had a family emergency that I couldn't avoid. I know how much it meant to you, and I feel terrible for not being there. Please forgive me. Let's catch up soon and celebrate together. I promise to make it up to you.

Take care, [Your Name]

Email To Apologize For A Mistake



In a Workplace:

Subject: Apology for the Oversight

Dear [Recipient's Name],

I hope this email finds you well. I am writing to apologize for the oversight in the project report submitted yesterday. I apologize, but I was dealing with an urgent issue that required my immediate attention, which led to the error. I understand the importance of accuracy in our work, and I regret any inconvenience this may have caused. I have already corrected the mistake and attached the revised report. Thank you for your understanding.

Best regards, [Your Name]

Making Apologies

EXERCISE 1



Complete the sentences by filling in the blanks with the appropriate word or information from the choices provided.

1. I'm sorry, _____ I was caught up in a meeting.
 - a) and
 - b) but
 - c) because
2. I apologize, _____ I had an unexpected emergency.
 - a) so
 - b) but
 - c) and
3. Forgive me, _____ I was delayed by traffic
 - a) because
 - b) but
 - c) so

Making Apologies

EXERCISE 1



Complete the sentences by filling in the blanks with the appropriate word or information from the choices provided.

4. I'm sorry, _____ I wasn't feeling well.
- a) but
 - b) because
 - c) and
5. I apologize, _____ I had a family obligation..
- a) but
 - b) because
 - c) so
6. Forgive me, _____ I misunderstood the schedule.
- a) and
 - b) because
 - c) but

Making Apologies

EXERCISE 2



Circle the most appropriate response to each question or remark in making or responding to apologies.

1. I'm sorry for being late.

- a) It's okay, don't worry about it.
- b) Why were you late?
- c) You should have been on time.

2. I apologize for the inconvenience.

- a) No problem, I understand.
- b) This is unacceptable.
- c) What inconvenience?

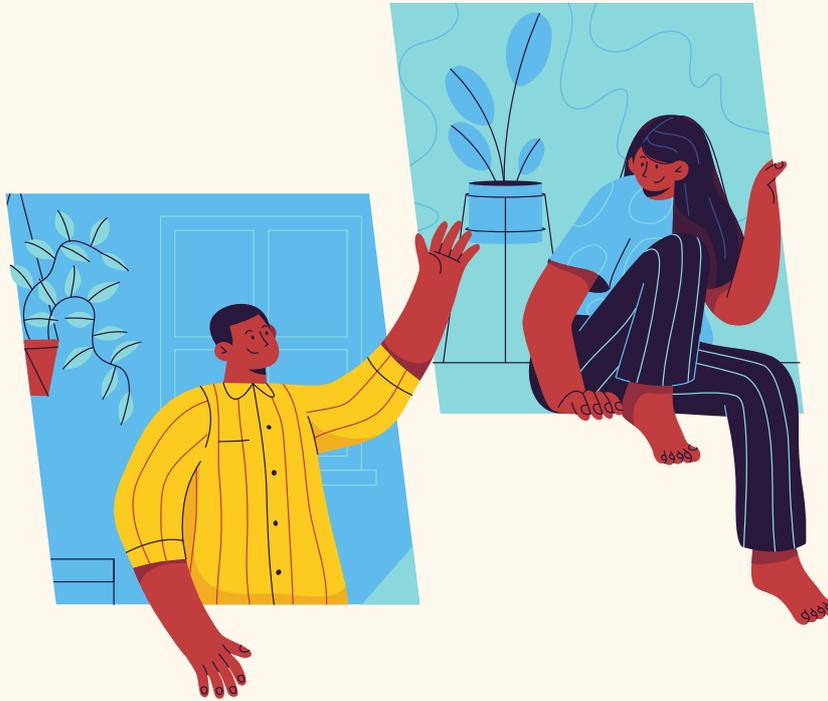
3. Forgive me for my mistake.

- a) I forgive you, let's move on.
- b) How could you make such a mistake?
- c) This is your fault.

4. I'm sorry, but I had a prior commitment.

- a) Thank you for letting me know.
- b) You should have canceled your other plans.
- c) Why didn't you inform me earlier?

Request for Permission



Situation:

Amir had just started his first day of a two-week internship at a media company called Maju Kreatif in Kuala Lumpur. It was a bustling office, and Amir felt a bit out of place when he first arrived. As he was shown to his desk in the shared workspace, he noticed there were already several people deep in their tasks.

He sat down but realized he needed to get connected to the office Wi-Fi to begin his work. Looking over at the person sitting next to him, he politely spoke up.



Request for Permission

Dialogue:

"**May** I ask if you could help me with the Wi-Fi password? I'm not familiar with the network here," Amir asked a colleague, Aina, who smiled and nodded.

"**Be my guest!**" she replied. "The password is on the bulletin board near the printer. Let me know if you still need help."

Amir thanked her and got online. As he settled in, he noticed that it was quite warm at his desk. He saw an air conditioner remote on a nearby table and turned to Aina again.

"**Would it be all right if** I turned on the air conditioner? It feels a bit stuffy in here," he asked.

"**I'm sorry, but you'd better not,**" Aina replied apologetically. "The aircon near this section tends to make it too cold for everyone else. But there's a standing fan near the window. You can use that."

Amir spotted the fan and asked, "**Can I** turn on the fan instead, then? It might be a good alternative."

"Sure, feel free to turn it on whenever you need to. It gets warm here during the afternoon," Aina responded kindly.



Request for Permission

Continue...

Later, Amir noticed a small kitchenette area with a water cooler and snacks. Wanting to make sure he was following office rules, he asked, "**Are we allowed** to take water from the cooler and have snacks at our desks?"

"**Go ahead, but we're not allowed to** eat at our desks. We can have water, but they want us to keep the snacks in the break room to avoid spills and crumbs," Aina explained.

Amir nodded, grateful for the guidance. He smiled and added, "Thanks for all the help today! And don't worry, I don't smoke. I've noticed **they don't let us** smoke in the building."

"Yeah, **they don't let us** smoke anywhere inside. We have to go outside if we want to, but that's not too pleasant either," Aina said with a laugh.

Amir chuckled, feeling more comfortable in the office now that he knew the rules. He went back to work, determined to make a good impression during his time at Maju Kreatif.



LISTEN TO DIALOGUE



Request for Permission

USEFUL EXPRESSION

ahead

go ahead

You say go ahead when you are giving permission to someone to do something or telling them that they are allowed to do something.

- May I use this computer?

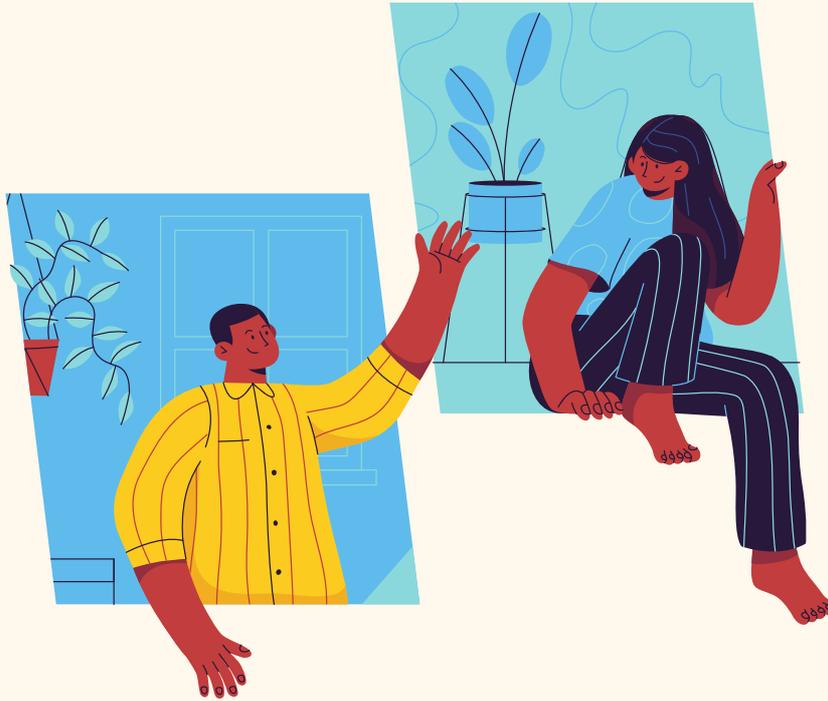
Go ahead! It's a spare one.

- Can I borrow this dictionary?

Go ahead! It's for office use.



Making And Responding To Requests For Permission



Requesting Permission

Direct Request:

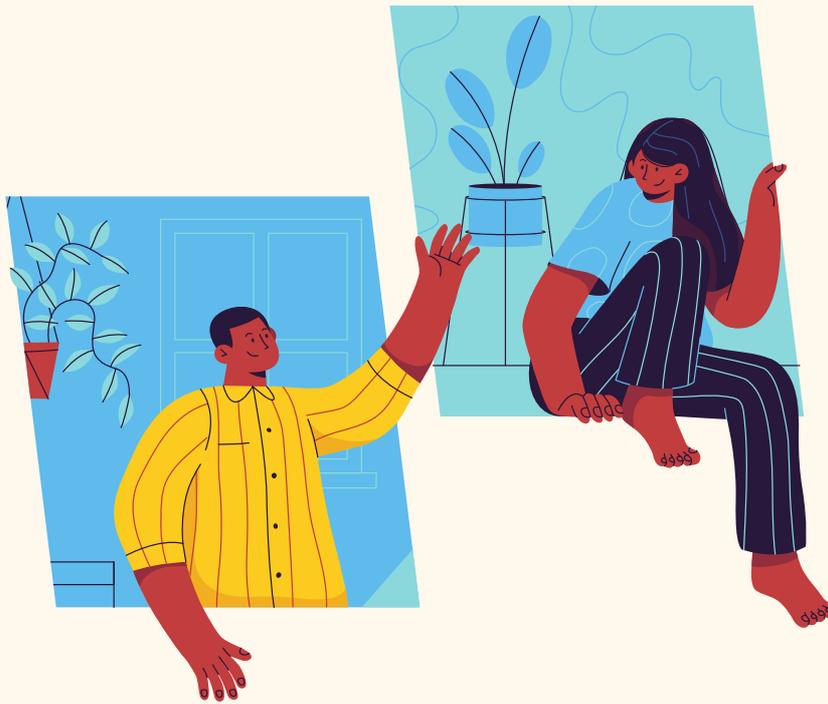
1. **Can I** use your phone to call a taxi?
2. **May I** leave work early today?
3. **Could I** borrow your camera for the trip?

Polite Request:

1. **Would it be okay if I** brought a friend to the party?
2. **Do you mind if I** open the window?
3. **Is it alright if I** park my car here?



Making And Responding To Requests For Permission



Requesting Permission

Direct Request:

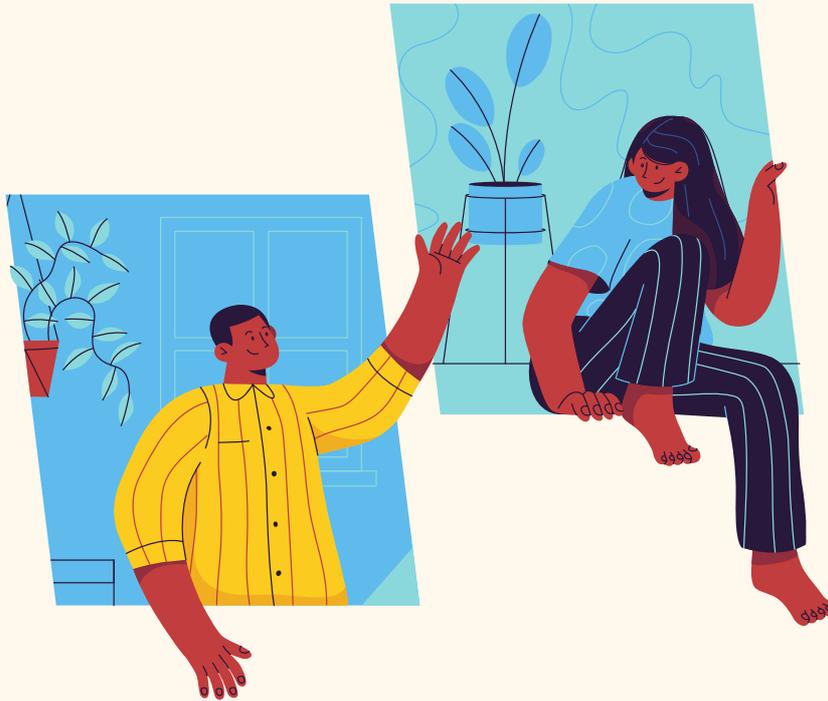
1. **Can I** use your phone to call a taxi?
2. **May I** leave work early today?
3. **Could I** borrow your camera for the trip?

Polite Request:

1. **Would it be okay if I** brought a friend to the party?
2. **Do you mind if I** open the window?
3. **Is it alright if I** park my car here?



Making And Responding To Requests For Permission



Refusing Permission

Direct Refusal:

1. I'm sorry, but you can't use my phone right now.
2. No, you may not leave early today.
3. I'm afraid you couldn't borrow my camera.

Polite Refusal:

1. I'm sorry, but it wouldn't be okay to bring a friend.
2. I do mind, could you please keep the window closed?
3. I'm afraid it's not alright to park here.



Making And Responding To Requests For Permission



Situational Examples

Going on Holidays:

1. **Requesting Permission:** Would it be okay if I took an extra day off for my holiday?
2. **Granting Permission:** Yes, that would be fine. Enjoy your holiday!
3. **Refusing Permission:** I'm sorry, but we need you here for the project deadline.

Visiting a New Place:

1. **Requesting Permission:** Do you mind if I take some photos inside the museum?
2. **Granting Permission:** No, I don't mind. Go ahead and take photos.
3. **Refusing Permission:** I'm afraid you can't take photos inside the museum.



Making And Responding To Requests For Permission

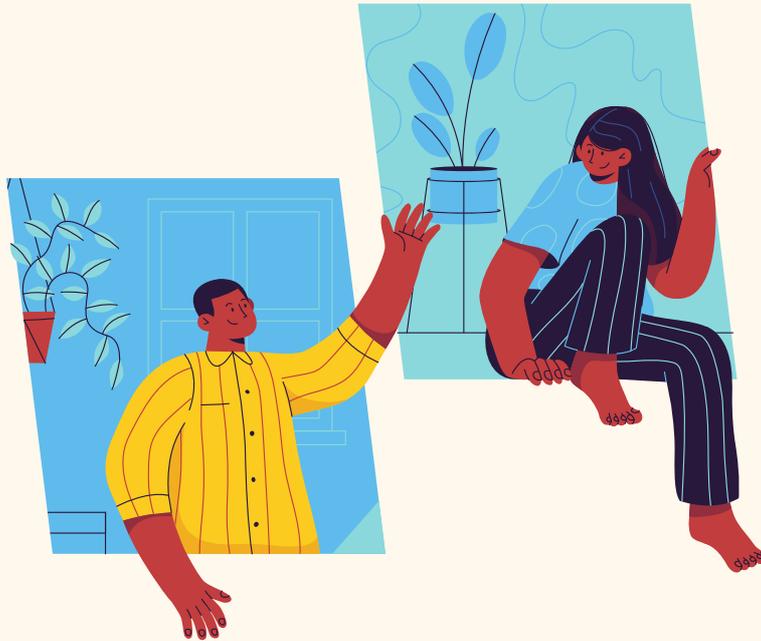


New Vocabulary for Asking Permission

1. **Authorize:** To give official permission for something.
 - Example: **Could you authorize** my request to access the restricted area?
2. **Consent:** To give permission for something to happen.
 - Example: **May I have your consent** to use your data for the study?
3. **Permit:** To allow something to happen.
 - Example: **Would you permit** me to use your laptop for a moment?



Making And Responding To Requests For Permission



New Vocabulary for Asking Permission

4. **Sanction:** To give official approval or permission.
 - Example: **Could you sanction** my leave for next week?

5. **Endorse:** To give support or approval to something.
 - Example: **Would you endorse** my application for the scholarship?

6. **Accede:** To agree to a request or demand.
 - Example: **Would you accede** to my request for an extension on the project?



Making And Responding To Requests For Permission

EXERCISE 1



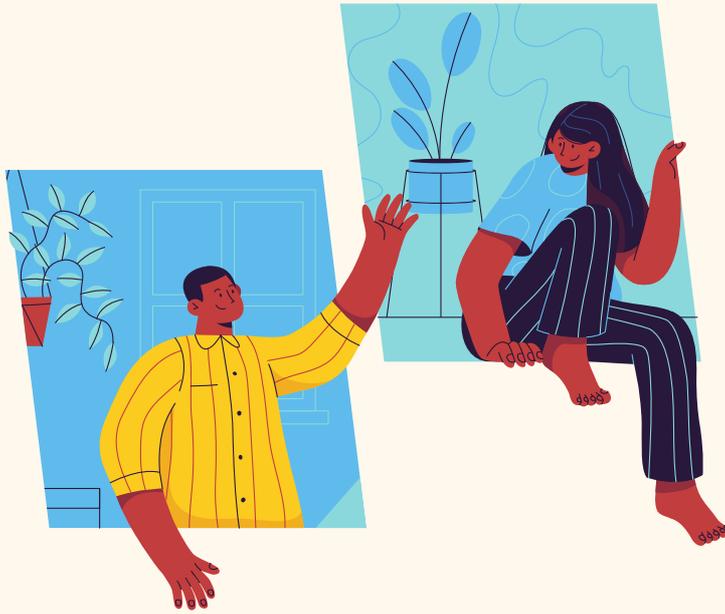
Underline the correct answer in each question.

1. **Can** I borrow your book for the weekend?
(Yes, you can / No, you can't)
2. **May** I leave the office early today?
(Sure, you may / No, you may not)
3. **Could** I use your phone to make a call?
(Of course, you could / I'm afraid you couldn't)
4. **Would it be okay** if I brought my dog to the picnic?
(Yes, that would be fine / No, that wouldn't be okay)



Making And Responding To Requests For Permission

EXERCISE 1



Underline the correct answer in each question.

5. **Do you mind if** I open the window?

(No, I don't mind / Yes, I do mind)

6. **Is it alright if** I park my car here?

(Yes, it's alright / No, it's not alright)

7. **Can I** take a day off next week?

(Yes, you can / No, you can't)

8. **May I** use your laptop for a moment?

(Sure, you may / No, you may not)



Making And Responding To Requests For Permission

EXERCISE 2



Put the words in the correct order to form a proper sentence.

1. borrow / Could / your / I / camera / trip / for / the

- Could I borrow your camera for the trip?

2. if / Would / okay / it / be / I / took / an / extra / day / off

- Would it be okay if I took an extra day off?

3. mind / Do / you / if / I / take / some / photos / inside / the / museum

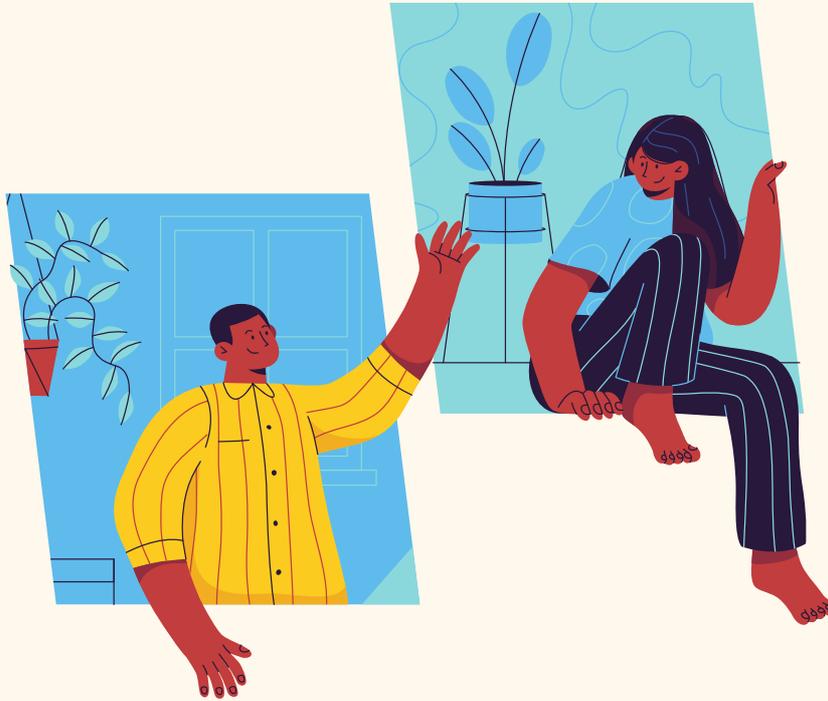
- Do you mind if I take some photos inside the museum?

4. you / Would / permit / me / to / use / your / laptop / for / a / moment

- Would you permit me to use your laptop for a moment?



Extend Invitations



Situation:

Piee and his friends were planning a hiking trip to Mount Santubong on Saturday. It was meant to be a relaxed day out with friends, so they decided to invite people casually as they met them around campus.

On his way to class, Piee spotted Luke and thought he might enjoy the hike.



Request for Permission

Dialogue:

“Would you like to come hiking with us to Santubong on Saturday?” Piee asked.

“I’d love to come!” replied Luke enthusiastically. “What time do we start?”

“Around 7 am,” Piee answered with a smile.

Later, Piee ran into Matthias, who had been wanting to explore more trails.

“How about coming for a hike at Santubong on Saturday, Matthias?”

“I’d like to come very much, Piee!” Matthias replied. “I haven’t been hiking in ages!”

Meanwhile, Piee’s friend Roley was inviting people too. He saw Abitt and called out, “Abitt! We’re hiking this weekend to Santubong. **Do you fancy coming?**”

“Thanks for the invite, Roley, but I promised my family I’d help out with the fishing nets on Saturday,” Abitt explained.



Request for Permission

Continue...

Then, Roley thought of his classmate John, who loved outdoor activities. He gave John a call, saying, "Hey John, we're going hiking to Santubong. **Do you want to come?**"

"**It's very nice of you to ask**, Roley, but I'll have to pass. My brother's wedding is this weekend," John replied, sounding disappointed.

Sara, who was helping to organize the trip, texted her friend Peter: "Hey, Peter! **You're invited** to hike Mount Santubong with us on Saturday!"

Peter texted back, "I'd love to, Sara, but **I'll have to take a rain check on it**. I'm joining my cousins for a weekend fishing trip."

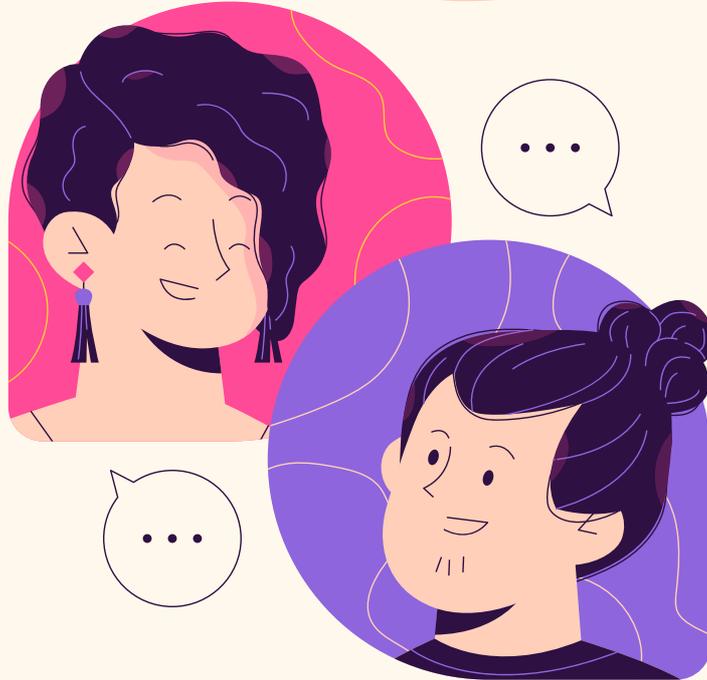
As the word spread, several more friends **accepted the invitations**, and on Saturday, they gathered at the trailhead. The group had a fantastic time, enjoying the fresh air and breathtaking views together.



LISTEN TO DIALOGUE



Formal Setting

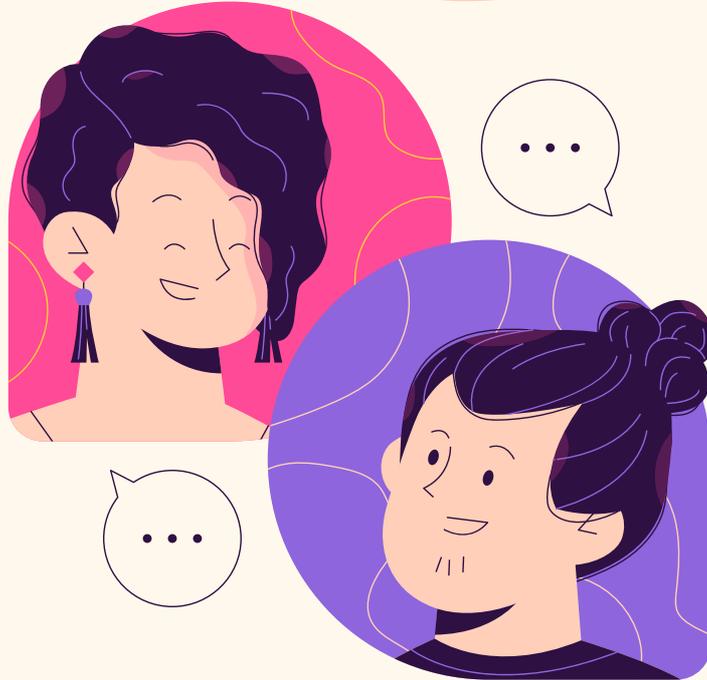


Feel free to use these phrases in your social interactions! Is there anything else you'd like to know?

Extending Invitations:

1. "I would like to cordially invite you to our annual gala."
2. "We would be honored if you could attend our conference next month."
3. "Please join us for a formal dinner at our residence."
4. "You are invited to participate in our upcoming seminar."
5. "It would be a pleasure to have you at our charity event."
6. "We request the honor of your presence at our wedding ceremony."

Formal Setting



Feel free to use these phrases in your social interactions! Is there anything else you'd like to know?

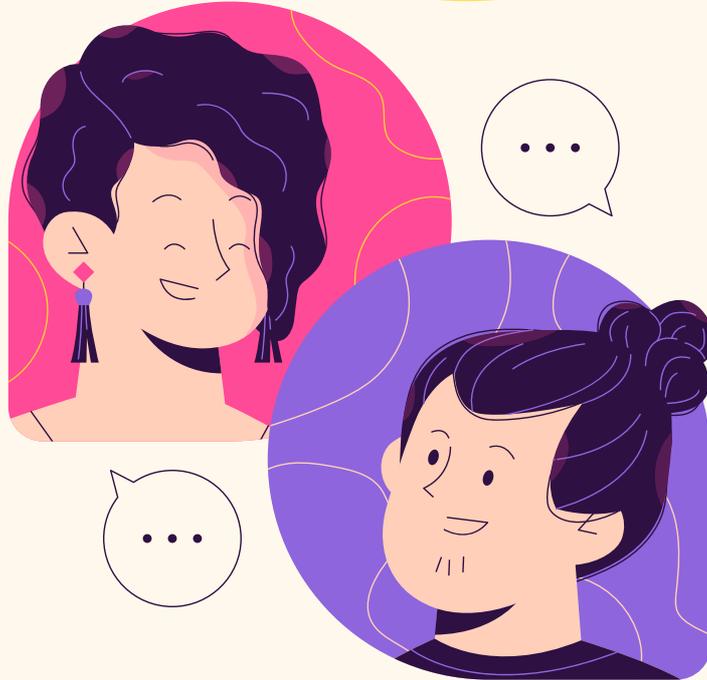
Accepting Invitations:

1. "Thank you for the invitation. I would be delighted to attend."
2. "I appreciate the invitation and will be there."
3. "It would be my pleasure to join you."

Declining Invitations:

1. "Thank you for the invitation, but I regret that I am unable to attend."
2. "I appreciate the offer, but I have a prior commitment."
3. "Unfortunately, I will not be able to make it. Thank you for understanding."

Informal Setting

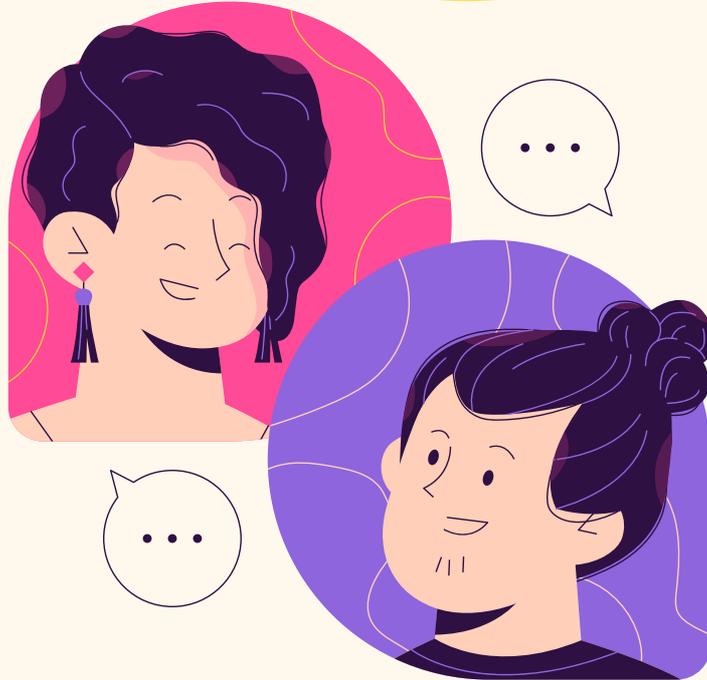


Feel free to use these phrases in your social interactions! Is there anything else you'd like to know?

Extending Invitations:

1. "Hey, do you want to come over for a barbecue this weekend?"
2. "We're having a get-together at my place. Would you like to join?"
3. "How about grabbing a coffee sometime?"
4. "I'm throwing a party on Saturday. You should come!"
5. "Let's catch up over lunch next week."
6. "Do you want to hang out at the park this afternoon?"

Informal Setting



Feel free to use these phrases in your social interactions! Is there anything else you'd like to know?

Accepting Invitations:

1. "Sure, I'd love to!"
2. "Sounds great, count me in!"
3. "I'd be happy to join."

Declining Invitations:

1. "Sorry, I can't make it this time."
2. "I have other plans, but thanks for inviting me."
3. "Maybe next time, I'm a bit busy right now."

EXERCISE 1



Complete the table by filling in the blanks with words related to invitations.

Noun	Verb
<i>Invitation</i>	<i>Invite</i>
RSVP	
Host	
Guest	
Celebration	
Event	
Party	
Gathering	
Ceremony	
Reception	

EXERCISE 2



Match the Sentence Beginnings with the Correct Endings

I would like to invite you to...	1. <input type="radio"/>	<input type="radio"/> a. ...our annual gala next month.
We are hosting a...	2. <input type="radio"/>	<input type="radio"/> b. ...a dinner party at our house.
Please RSVP by...	3. <input type="radio"/>	<input type="radio"/> c. ...the wedding ceremony on Saturday
The celebration will take place...	4. <input type="radio"/>	<input type="radio"/> d. ...the end of this week.
You are cordially invited to...	5. <input type="radio"/>	<input type="radio"/> e. ...at the community center.

LISTEN TO DIALOGUE

In this dialogue, a group of architectural students - Mat, Helmy, Shah, Adam, Sam, and Rosman - collaborate on a model project for their final submission. As they work together, each student plays a part, offering help and sharing resources to tackle various challenges. Mat needs Helmy's help to steady a corner, Shah asks Adam to fetch more materials, Sam borrows Rosman's desk lamp for better lighting, and Rosman requests Mat's assistance with delicate window placements. Finally, Shah and Adam clean up the glass panels for a polished finish. Their teamwork and willingness to support one another lead to the successful completion of their model.

Click on the dialogue to listen to the audio and hear how they interact to get the project done!



[Play the video on External Link](#)



LISTEN TO DIALOGUE

In this dialogue, Amelia, working late at the makerspace to complete her IoT fashion project, faces a series of interruptions from her friends and teammates. As each person stops by with requests - from borrowing equipment to seeking donations - Amelia patiently assists them but gradually feels her focus slipping. Finally, when Junaidi interrupts her to ask for a donation, Amelia's frustration boils over, and she snaps at him. Realizing her reaction was harsh, Amelia quickly apologizes, and Junaidi accepts with understanding, acknowledging her stress.

Click on the dialogue to listen to Amelia's journey of balancing focus with her supportive nature.



[Play the video on External Link](#)

LISTEN TO DIALOGUE

In this dialogue, Amir starts his internship at Maju Kreatif, a media company in Kuala Lumpur, where he navigates the new office environment and learns the company's unwritten rules with the help of his colleague, Aina. From connecting to the Wi-Fi and adjusting the office temperature to understanding snack and smoking policies, Amir's polite questions and Aina's helpful responses ease him into his first day. By the end of the conversation, Amir feels more at ease and ready to contribute positively to the team.

Click on the dialogue to hear how Amir's first day unfolds with Aina's guidance.



[Play the video on External Link](#)

LISTEN TO DIALOGUE

In this dialogue, Piee and his friends organize a hiking trip to Mount Santubong, inviting people casually as they meet them around campus. While some, like Luke and Matthias, eagerly accept the invitation, others, such as Abitt, John, and Peter, decline due to prior commitments like family duties, a wedding, or another trip. Despite some friends being unable to join, the group gathers at the trailhead on Saturday and enjoys a memorable day filled with fresh air, camaraderie, and stunning views of nature.

Click on the dialogue to hear how Piee and his friends planned their hiking trip to Mount Santubong, balancing excitement and scheduling challenges along the way.



[Play the video on External Link](#)

Answer Key

Exercise 1 (Page 17)

Write an appropriate question or command for each situation.

1. Could you please take off your hat? I'm having trouble seeing the stage.

Answer: Sure, no problem.

2. Can you lend me RM20, please? I'll pay you back tomorrow.

Answer: Okay, here you go.

3. Could you take me to the airport, please?

Answer: Of course, hop in.

4. Can you turn right at the next stoplight, please?

Answer: Sure thing.

Exercise 2 (Page 18)

Write a question or remark for each of the following answers.

1. May I borrow your pen for a moment?

Answer: Go ahead. I don't mind.

2. Can you come over to my place now? I need some help.

Answer: I'll come over right away.

3. Can you explain this part of the assignment to me?

Answer: Sure, I'll go over it with you.

4. Why haven't you replied to my messages?

Answer: The thing is, I've been really busy.

Exercise 1 (Page 35)

Complete the sentences by filling in the blanks with the appropriate word or information from the choices provided.

1. I'm sorry, _____ I was caught up in a meeting.

Answer: b) but

2. I apologize, _____ I had an unexpected emergency.

Answer: b) but

3. Forgive me, _____ I was delayed by traffic.

Answer: a) because

4. I'm sorry, _____ I wasn't feeling well.

Answer: b) because

5. I apologize, _____ I had a family obligation.

Answer: b) because

6. Forgive me, _____ I misunderstood the schedule.

Answer: b) because

Answer Key

Exercise 2 (Page 37)

Circle the most appropriate response to each question or remark in making or responding to apologies.

1. I'm sorry for being late.

Answer: a) It's okay, don't worry about it.

2. I apologize for the inconvenience.

Answer: a) No problem, I understand.

3. Forgive me for my mistake.

Answer: a) I forgive you, let's move on.

4. I'm sorry, but I had a prior commitment.

Answer: a) Thank you for letting me know.

Exercise 1 (Page 48)

Underline the correct answer in each question.

1. Can I borrow your book for the weekend?

Answer: Yes, you can

2. May I leave the office early today?

Answer: Sure, you may

3. Could I use your phone to make a call?

Answer: Of course, you could

4. Would it be okay if I brought my dog to the picnic?

Answer: Yes, that would be fine

5. Do you mind if I open the window?

Answer: No, I don't mind

6. Is it alright if I park my car here?

Answer: Yes, it's alright

7. Can I take a day off next week?

Answer: Yes, you can

8. May I use your laptop for a moment?

Answer: Sure, you may

Exercise 2 (Page 50)

Put the words in the correct order

1. **Answer:** Could I borrow your camera for the trip?

2. **Answer:** Would it be okay if I took an extra day off?

3. **Answer:** Do you mind if I take some photos inside the museum?

4. **Answer:** Would you permit me to use your laptop for a moment?

Answer Key

Exercise 1 (Page 58)

Complete the table by filling in the blanks with words related to invitations.

Invitation - Invite

RSVP - Respond

Host - Host

Guest - Attend

Celebration - Celebrate

Event - Organize

Party - Throw/Host

Gathering - Arrange

Ceremony - Conduct

Reception - Hold

Exercise 2 (Page 59)

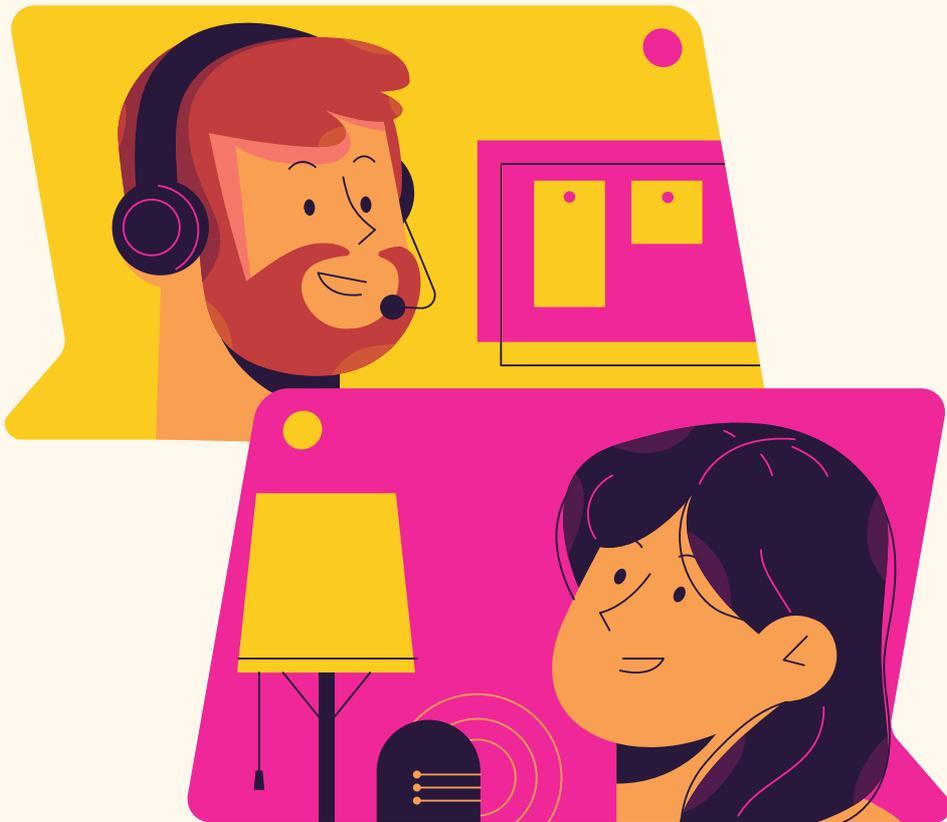
1. I would like to invite you to... / a. ...our annual gala next month.
2. We are hosting a... / b. ...a dinner party at our house.
3. Please RSVP by... / d. ...the end of this week.
4. The celebration will take place... / e. ...at the community center.
5. You are cordially invited to... / c. ...the wedding ceremony on Saturday.

References

1. Kirkpatrick, B. (2024). *English for social interaction: Social expressions*. Learners Publishing.
2. Yates, J. (2024). *Practice makes perfect: English conversation (4th ed.)*. McGraw-Hill Education.
3. Downes, J. J. (2020). *Effective communication skills: 3 books in 1 - Small talk, improve your skills, relationship communication for couples*. James J. Downes.
4. King, K. L. (2020). *English lessons now! Complete English for beginners: Lesson 1 - 60 global edition*. Independently published.
5. Roche, M. (2020). *Master English collocations & phrasal verbs: The ultimate phrasal verbs and collocations book for learning English*. Independently published.
6. Mascull, B. (2018). *Business vocabulary in use: Intermediate (3rd ed.)*. Cambridge University Press.
7. Wyatt, R. (2017). *Check your English vocabulary for IELTS: Essential words and phrases to help you maximise your IELTS score (4th ed.)*. Bloomsbury Publishing

PERFORM BASIC

Social Interactions



e ISBN 978-967-18718-6-7

