



SUE 10011

COMMUNICATIVE ENGLISH

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COMMUNICATIVE
ENGLISH

**GOOD COMMUNICATION IS THE BRIDGE
BETWEEN CONFUSION AND CLARITY.**

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SYNOPSIS

This course is designed to enhance students' English language skills and boost their confidence in communicating both personal and non-personal information, as well as engaging in basic social interactions.

Additionally, the course aims to improve students' overall linguistic and non-linguistic abilities.

By the end of the course, it is expected that students will be able to use English at a basic level, ranging from CEFR A1 to A2 proficiency.

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Topic 1 Participate in exchanges about familiar topics

1.1 Greet and introduce oneself and others using familiar every day expressions

1.1.1 Greet people and respond to greeting

Here are some common greetings, questions, and phrases that you can use.

You will only need to learn a few common greetings, but the words you use will vary based on the situation. For example, in a job interview, you should use a formal greeting, but when you meet a friend for coffee, you'll likely say something informal.

Formal Greeting

Hello
Good morning
Good afternoon
Good evening

Informal Greeting

Hi
Hey
What's up



Respond to Greeting

Hi
Hello
morning / afternoon / evening
Good morning / Good afternoon /
Good evening

All of the words and phrases above are simply variations of "hello."

Topic 1 Participate in exchanges about familiar topics

Lets move to polite questions or introductions, depending on the situation. Let's look at a few polite questions and answers to move forward:

POLITE QUESTIONS

- How are you?
- How are you doing?
- How have you been?
- How's your day going so far?
- How's it going?
- How are things?



POLITE ANSWERS

- I'm great or I'm fine
- I'm doing well
- I've been doing very well
- My day has been pretty good so far
- Not too bad
- Things are really good

LET'S PRACTICE!

Andy : Hi, how are you doing?

Brian: I'm fine. How about yourself?

Andy : I'm pretty good. Thanks for asking.

Brian: No problem. So how have you been?

Andy: I've been great. What about you?

Brian: I've been good. I'm in college right now.

Andy: What college do you go to?

Brian: I go to PBCC.

Andy: Do you like it there?

Brian: It's okay. It's a really big campus.

Andy: Good luck with college.

Brian: Thank you very much.



Topic 1 Participate in exchanges about familiar topics

Jane : Dan, what's up?

Dan : Hi Jane. Nothing much. I'm just hanging out. What's up with you?

Jane : It's a good day. I'm feeling good.

Dan : How is your sister?

Jane : Oh, fine. Not much has changed.

Dan : Well, I have to go. Nice seeing you!

Jane : Nice seeing you too. Later!

Mona : Oh, hello Fred. How are you doing?

Fred : I'm well. Thanks for asking. How are you?

Mona : I can't complain. Life is treating me well.

Fred : That's good to hear.

Mona : Good to see you again but I am in a hurry. I need to go to my doctor's appointment.

Fred : I hope every thing is well.

Mona : Thanks Fred. Nice seeing you.

Fred : See you later.



Grace : Good morning.

Kent : Good morning. How are you?

Grace : I am very well thank you. And you?

Kent : I am fine. Thank you for asking.

Grace : Do you have a meeting this morning?

Kent : Yes, I do. Do you have a meeting as well?

Grace : Yes. Well. It was a pleasure seeing you.

Kent : It was a pleasure seeing you too. Goodbye.

Topic 1 Participate in exchanges about familiar topics

1.1.2 Introduce yourself and others

Then you might want to move to introduce yourself and maybe you want to introduce someone that is with you. Let's look at few expressions to introduce yourself and others.

Introduce yourself

I am / I'm
My name is
Just call me
I would like to introduce myself. My name is

Respond to introduction

Nice to meet you.
Glad to meet you.
Pleased to meet you.
It's my pleasure to meet you.

Introduce others

This is
Please meet
I want to introduce to you

Nice to meet you, too.
Glad to meet you, too.
Pleased to meet you, too.
It's my pleasure to meet you, too.



Topic I Participate in exchanges about familiar topics

1.1.3 Ask for and give information about personal details

After introducing yourself and others, you might want to ask about your new friend's personal details. Let's look at few questions that you might want to ask.

Ask about personal details

You can ask about :	Example of questions?
Name	What's your name?
Address	What's your address?
Telephone number	What's your telephone number?
Occupation	Are you a student/clerk/teacher?
<i>any suitable questions</i>	Where are you from? Where do you live?

1.1.4 Take leave in formal and informal manners

Take leave is to say goodbye to (someone) and depart. Then before you depart you might want to say something before you go and to be polite give reasons why you should go.

Here are some expressions that you can say to them.

- I am sorry. I'm in a hurry. Bye.
- I have to go now. I want to catch my bus. Bye.
- I have to make a move now. My father is waiting for me. See you later.
- I'm sorry. I have to see Sir Razak now. Take care.
- It is late. Good bye.
- My class is about to start now. Have a nice day. Bye.

Topic I Participate in exchanges about familiar topics

ENHANCEMENT

Create dialogues based on situations given.

1. You are in a library and you meet a new student. Greet the new student and introduce yourself. Ask personal details and take leave.

2. You are a new student and you meet your roommate. Greet your roommate and introduce yourself. Ask personal details and take leave.

3. You and your roommate are in a cafe. You meet your classmate and introduce your roommate to your classmate. Ask personal details and take leave.

4. You are in a market with your mother. You meet your classmate. Introduce your classmate to your mother.

5. You are in a mall and you meet your cousin and his friend. Your cousin introduce you to his friend. Ask personal details and take leave.

SCAN HERE TO DO



Topic 1 Participate in exchanges about familiar topics

1.2 Ask for and give information on familiar and routine matters

1.2.1 Describe every day objects

When you describe objects you will look at the color, size, shape, material, price, brand or function

COLOR

What color is it?

blue, red, green,
purple, yellow, orange,
white,
black, silver, brown,
gold

MATERIAL

What is it made of?

cotton, leather, wood,
plastic, glass, clay,
metal(iron, silver, gold,
steel, tin)

SHAPE

What shape is it?

square, round, oval,
triangular, rectangular

SIZE

How big is it?

tiny, small, medium-
sized, big/large

Topic 1 Participate in exchanges about familiar topics

PRICE

How much is it?
cheap, expensive,
affordable, reasonable
price, RM100

BRAND

What brand is it?
Tupperware, Adidas,
Nike, Honda, etc

FUNCTION

What is it used for?
It is used for
cutting/storing/reading/
playing/ writing etc



Topic 1 Participate in exchanges about familiar topics

Here are some examples of object descriptions.

I have a bag. My bag is black. The brand is Adidas and the price is RM109.00. The size is medium. My bag is made of 100% Recycled Polyester. It has coated base for durability and padded laptop compartment. It also has side slip-in pockets and side compression straps. I use it to keep my belongings.



This is my favorite shoes. It is Nike Winflo 8 and the price is RM395.00. The colors are black and white. The size is UK 7. My shoes is made of knitted mesh fabric and foam. It is best for running because an air zoom unit in the heel and forefoot provides cushioning to my feet.

This is my favorite water bottle. The color is purple and the cap is silver. It is made of stainless steel. It is cylinder. It can store 1 liter of water. The price is RM 45. It has *the better home* writing on it. The water bottle is a present from my mother for my birthday.



Topic 1 Participate in exchanges about familiar topics

more descriptions



It is cold. It is transparent. It will melt in room temperature. It is made of water. It is used for keeping drinks cool.



It is useful. It is made of leather. It has many compartments in side it. It is to keep money in.



It's long and looks like a column. One end is pointy. Sometimes, one end has an eraser attached to it. It's made of wood and lead or graphite. It's used for writing, but it doesn't use ink.



It has a handle which is long and thin. The handle is usually made of wood. The main part looks like a spoon. The main part is usually made of metal. Gardeners and builders use this thing to move soil from one place to another. You can buy it in different sizes.

Topic 1 Participate in exchanges about familiar topics

1.2.2 Ask for and give information about places

When you give information about places, you might want to share information about the place

- name
- direction
- entrance fee
- opening or closing hour

NAME OF PLACES

Do you mind telling me what is the name of a beautiful beach here?

Excuse me, could you tell me what is the name of the new coffee shop?

Pardon me, could you tell me what is the nearest bank?

I heard there is a new cafe. Do you know the cafe?



Topic 1 Participate in exchanges about familiar topics

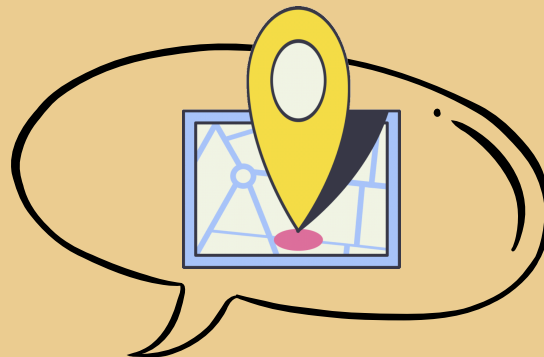
DIRECTION

Can you tell me the right way to the play ground?

How do I get to the library?

Excuse me, can you give me directions to the nearest hospital?

Pardon me, where is the nearest post office?



Topic 1 Participate in exchanges about familiar topics

ENTRANCE FEE

Excuse me, may I know how much is the entrance fee?

Pardon me, how much is the ticket to watch the movie?

Do you mind telling me how much is the entrance fee to the zoo?



Topic 1 Participate in exchanges about familiar topics

OPERATING HOURS

What time do you close tonight?

Could you tell me when you're open?

What time is (the bank, the pizzeria, etc.) closed?

Do you open every day?



Topic 1 Participate in exchanges about familiar topics

1.2.3 Ask for and give directions

Before Asking for Directions

You can use these expressions before you ask for directions.

- Excuse me / Excuse me sir / madam.
 - I am new here. I'm lost.
 - I am sorry to interrupt you, but...
- Excuse me, could you help me, please?
Sorry, I am not from around here.
- Excuse me madam, I seemed to be lost.
 - Hello / Hello sir / madam.

Asking for Directions

You can use these expressions when you ask for directions.

- I'm looking for this address. How do I find ...?
- Excuse me, how can I go to ...?
- Are you from around here?
- Where is ...?
- Which the best way to ...?
- How do I get to the library?
- Where is the nearest post office?
- Can you tell me the way to the Big Hotel?
- Pardon me, I'm lost, how do I get to ...?
- I'm looking for ... Could you direct me to ...?
- May I ask for some help? I need to get to ...?
- How can we get to High Park? Is it far?
- Excuse me, could you tell me how to get to the bus station?

Topic 1 Participate in exchanges about familiar topics

Giving Directions

You can use these expressions when you give directions.

- Turn left into ... Street
- Go down / up...
- It's in the middle of the block
- You will pass a supermarket on your left
- Take this road
- Turn right at the crossroads
- It's on the corner
- Go straight ahead
- Cross Apple Street
- Go along...
- Turn left
- Turn right
- It's on your left
- It's on your right
- It's about 100 meters from here
- Take the first road on the right
- Take the second road on the left
- It's next to...



Topic 1 Participate in exchanges about familiar topics

ENHANCEMENT

When you give directions, you must know preposition too. Let's look at prepositions below.

Look at the map below and choose the most suitable prepositions and fill in the blanks.

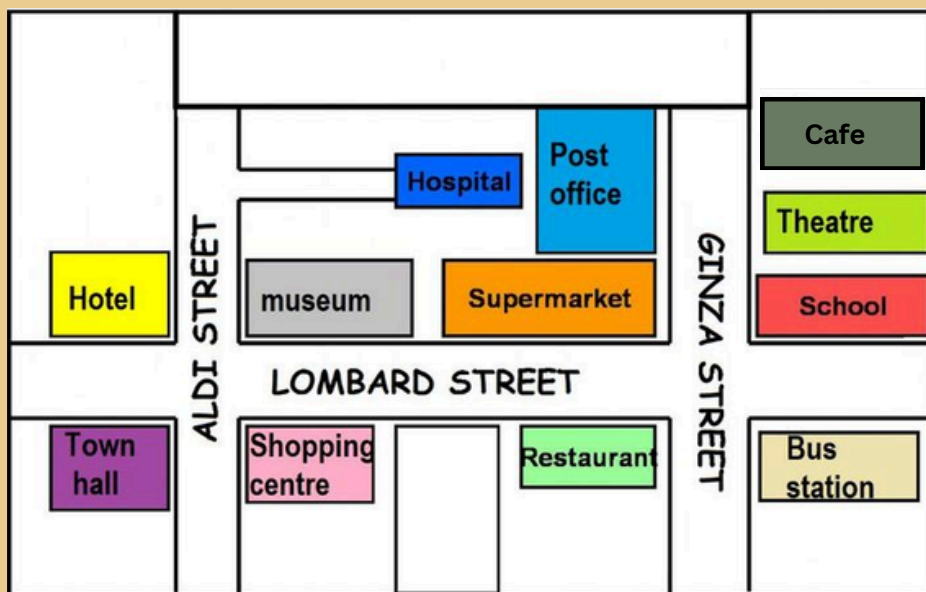
next to

near

in front of

between

behind



1. The museum is the supermarket.
2. The town hall is the hotel.
3. The hospital is the supermarket and the museum.
4. The theatre is the school and the cafe.
5. The post office is the supermarket.

Topic 1 Participate in exchanges about familiar topics

Look at the map. Follow the directions and guess the place.

How do I get to?



1. How do I get to the?
Go straight on along Main Road. Turn left at West Street. Then, turn right at Station Road. It's next to the bookshop.
2. How do I get to the?
Go straight on along Main Road. Go past the bakery and the toy shop. It's on your right, opposite the red house.
3. Excuse me, how do I get to the?
Go straight on along Main Road. turn left at Middle Road. Then, turn right at Station Road. It's next to the post office.
4. How do I get to the?
Go straight on along Main Road. Turn left at West Street and go straight on. It's at the end of the street.

Topic 2 Perform basic social interactions

2.1 Request

➤➤➤ is an act of asking politely or formally for something.

2.1.1 Make simple requests

You use **could you ...** and **would you ...** as polite ways of **telling or asking someone to do something**:

Could you take a message, please?

Would you carry this for me, please?

can and **will** are **less polite**:

Can you take a message, please?

Will you carry this for me, please?



You can use '**please**' to make the requests even more polite.

LET'S PRACTICE!

- Can you pass the book, please?
- Can you answer my phone?
- Can you turn off the lights, please?
- Will you carry my bag, please?
- Will you pick me up to the party?
- Will you close the window, please? It is cold outside.
- Could you call me later?
- Could you do my homework, please?
- Could you open the door for me, please?
- Would you come over? I need to talk to you.
- Would you fill up the car on your way home?
- Would you mind closing the window?

Topic 2 Perform basic social interactions

2.1.2 Grant/refuse requests

You can use these expressions to grant or refuse request.

Grant requests

- Yes I can/Yes, sure thing.
- Yes of course!/Of course I will.
- Yes I can. It's this way.
- Sure. It's 10am.
- Sure thing!
- I can certainly do that for you.
- Yes here you go!/Sure, here you go.
- OK I will.
- Yes I can.
- Yes definitely!



Refuse requests

- I am sorry. I can't.
- Yes, but I have other things to do first.
- I can't right now but I will do it later.
- I really don't have time right now. I am sorry.

LET'S PRACTICE!

A: Would you mind attending to the clients for me?

B: I can certainly do that for you.

A: Could you tell me what's the time?

B: Sure. It's 10am.

A: Could you please tell me where the bathroom is?

B: Yes I can. It's this way.

A: Would you play the song for us at the party tonight?

B: No sorry I can't. I'm not in charge of the music.

Topic 2 Perform basic social interactions

A: Will you please call me when the party starts?

B: OK I will.

A: Would you please reserve a seat for me?

B: Of course I will.

A: Could you please tell me what's in this dish?

B: I'm afraid I don't know.

A: Will you come to the gathering later?

B: I'm not sure.

A: Can you see the video now?

B: I'm afraid I still can't.



SCAN HERE TO DO



Topic 2 Perform basic social interactions

2.2 Apologies

▶▶▶ is a regretful acknowledgement of an offence or failure.

To apologize is to tell someone that you are sorry for having done something that has caused them inconvenience or unhappiness.

2.2.1 Make apologies

Use expressions below to make apologies.

- I do apologize for...
- I apologize for...
- I'd like to apologize for...
- I am so sorry for...
- I am truly sorry.
- It's all my fault. Please forgive me.

2.2.2 Provide excuses for apologies

It is more polite if you can provide excuses after you make apologies. Below are some examples of excuses.

- I do apologize for *coming late. There was an accident.*
- I apologize for *breaking the window. I didn't look at where I kicked the ball.*
- I'd like to apologize for *spilling coffee on your book. The coffee was hot and burned my fingers.*
- I am so sorry for *not attending your birthday party. I accompanied my sister to a clinic.*
- I am truly sorry. *I forgot to bring my book.*

Topic 2 Perform basic social interactions

2.2.3 Respond to apologies

ACCEPT APOLOGIES

That's all right.
Never mind.
Don't apologize.
It doesn't matter.
Don't worry about it.
Don't mention it.

That's OK.
I quite understand.
You couldn't help it.
Forget about it.
Don't worry about it.
No harm done.

REFUSE APOLOGIES

It's too late to apologize.
Apology is not accepted.
I appreciate your apology. I need time to think about it.
Thank you for offering your apology and recognizing that but this was hurtful to me.



LET'S PRACTICE!

Dialogue 1

Jenny : You're 30-minutes late for the meeting! What happened?

Harry : Please accept my apology for showing up late. It was a serious mistake on my part and very unprofessional. I have personally contacted the client to apologize.

Jenny : Alright, make sure this will not happen again.

Harry : It won't and thank you very much.

Topic 2 Perform basic social interactions

Dialogue 2

Mary : I'm sorry. I shouldn't have said that. I know you were badly hurt by my thoughtlessness.

Katrina : Forget about it. I wasn't annoyed at all. I know these sorts of things can happen from time to time.

Mary : That's so kind of you.

Dialogue 3

Samuel : You've broken my window. Can't you see?

Jack : We're so sorry, uncle. We were playing cricket. We never thought that the ball would hit the window.

Samuel : Haven't I told you not to play in the street? Why don't you go to the park?

Jack : We know we shouldn't have played here. We're really sorry. We won't repeat this mistake.

Samuel : That's okay, but I don't want you to play in the street again.

Dialogue 4

Mother : What was that terrible noise? Did you drop anything?

Stella : I'm sorry, mom. I dropped a glass on the floor and it broke.

Mother : Were you hurt?

Stella : No, but I'm really sorry.

Mother : I'm glad that you aren't hurt, but why did you drop it? Haven't I told you not to handle glassware?

Stella : I couldn't help it. The glass was too slippery.

Mother : It's okay, but you've got to be careful next time.

SCAN HERE TO DO



Topic 2 Perform basic social interactions

2.3 Permission

the action of officially allowing someone to do a particular thing; consent or authorization.

2.3.1 Request for permission

- Can I go out, please?
- May I open the window, please?
- Please, can I have a look at your photo album?
- Please, may I taste that hot spicy couscous dish?
- Do you mind if I smoke?
- Would you mind if I asked you something?
- Is it okay if I sit here?
- Would it be all right if I borrowed your mobile Phone?

2.3.2 Grant permission

- Yes, please do.
- Sure, go ahead.
- Sure.
- No problem.
- Please feel free.

2.3.3 Refuse permission

- No, please don't.
- I'm sorry, but that's not possible.
- I'm afraid, but you can't.



SCAN HERE TO DO



Topic 2 Perform basic social interactions

LET'S PRACTICE!

Dialogue 1

Grace : Excuse me, Ms. Leen, would you mind if I asked you something?

Ms. Leen : No, I don't mind. What do you want to ask, Grace?

Grace : May I submit my assignment tomorrow?

Ms. Leen : Why?

Grace : I got problem with my printer.

Ms. Leen : Sure.

Grace : Thank you.



Dialogue 2

Son : Dad, can I go out tonight?

Father : It's a school night! I'm afraid that's not possible.

Son : Dad, all my friends are going to the game!

Father : I'm sorry, son. Your grades haven't been the best recently. I'm going to have to say no.

Son : Ah, Dad, come on! Let me go!

Father : Sorry son, no is no.

Dialogue 3

Nabila : Aisyah, would it be all right if I borrowed your phone?

Aisyah : I'm afraid that's not possible. I am using it right now.

Nabila : Okay. Can I borrow it after you're done? I left my phone at home. I need to call my friend.

Aisyah : No problem.

Nabila : Thanks so much, Aisyah.

Aisyah : You are welcome.

Topic 2 Perform basic social interactions

2.4 Invitations

» a written or verbal request inviting someone to go somewhere or to do something.

2.4.1 Extend invitations

- Do you want to go to the movies tonight?
- Would you like to go to the mall tomorrow?
- How about going to the restaurant for dinner?
- I was just wondering if you would like to come over for a drink?

2.4.2 Respond to invitations

ACCEPT

- Sure. What time?
- I'd love to, thanks.
- That's very kind of you, thanks.
- That sounds lovely, thank you.
- What a great idea, thank you.
- Sure. When should I be there?

** ask further details -
when (time, date, day) &
where,

DECLINE

- I can't. I have to work. I'm really sorry. Thank you for inviting me.
- This evening is no good. I have an appointment. Sorry.
- I'm busy tomorrow. I am sorry. Thanks for the invitation.
- That's very kind of you, but actually I'm doing something else this afternoon. Sorry.
- Well, I'd love to, but I'm already going out to the restaurant. I am sorry.
- I'm really sorry, but I've got something else on.

** give reasons when you decline invitations

Topic 2 Perform basic social interactions

LET'S PRACTICE!

Here are sample of conversations to help you practice your speaking. Read the phrases and repeat them so that you can confidently make an invitation in English!

Dialogue 1

Mia : William how are you?

William : I am great. You?

Mia : I am well. We're going to the Italian restaurant. Would you care to join us?

William : What time?

Mia : 7 o'clock.

William : I'd love to, but I'm afraid I have another commitment this evening. Maybe another time.

Dialogue 2

Jack : Hi, Alex. Are you free next Saturday?

Alex : Hi, Jack. I believe so.

Jack : We were wondering if you'd like to go to a baseball game with us. We have an extra ticket.

Alex : I'd love to! Thanks for inviting me. What time I should be there?

Jack : Be there at 9.

Dialogue 3

Henry : Afternoon, Taylor. Would you like to come over for dinner tonight?

Taylor: Hi, Henry. I am sorry. I can't. I have to study.

Henry : OK, then how about getting together for coffee tomorrow afternoon?

Taylor: Sorry. I have other plans.

Topic 2 Perform basic social interactions

Dialogue 4

Andy : What are you doing on Friday night?

Olivia : Nothing special. Why?

Andy : Do you want to see a movie?

Olivia : Sure! What time?

Andy : Can I pick you up around 7?

Olivia : Sounds good.

Dialogue 5

Karen : Josh, how are you doing today?

Josh : Pretty good. Karen , I was wondering if you would like to come to a party on Friday night?

Karen : I am free that night, and a party sounds good.

Josh : Fine. It will be at my house. Do you know how to get there?

Karen : I kind of know where you live, but could you share the location of your address?

Josh : I can do that. Do you have anyone that you would like to bring with you to the party?

Karen : I would really like to bring my friend Mason, if that would be OK.

Josh : Oh yeah, I remember Mason. That would be fine.

Karen : Would you like some help with the food?

Josh : Just bring along whatever it is that you and Mason would like to drink.



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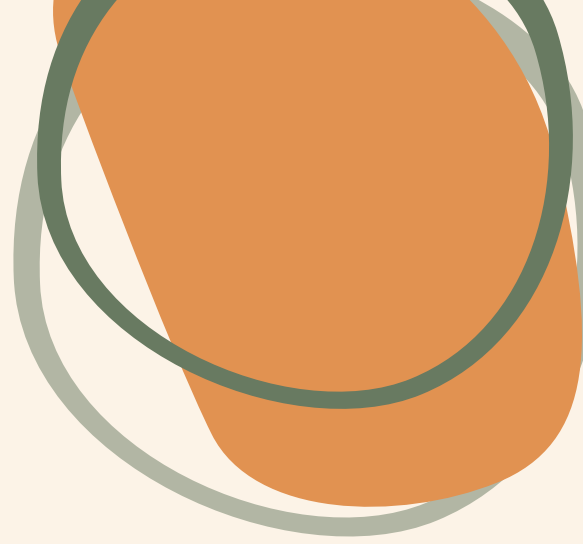
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