

# IF YOU DON'T KNOW HOW TO START...

A speaking-based material  
made by: [Outside the Box](#)

# Answering to a bad news

- I'm afraid...
  - Unfortunately...
  - Sorry to hear that.
  - If you need anything, I'm here for you.
  - Oh no, that stinks!
  - What a bummer.
  - What a pity!
  -
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# Showing gratefulness

- I appreciate that.
  - I owe you one!
  - You're saving my neck.
  - Thanks a bunch!
  - You made this easy.
  - Much obliged.
  - That's kind of you.
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# Disagreeing

- I'd say the exact opposite.
  - I wouldn't say it that way.
  - I have slightly different view. / My view is slightly different. / I take a different view
  - I beg to differ.
  - I see where you're coming from, but...
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# Agreeing

- Absolutely!
  - I couldn't agree more.
  - I suppose so. / I guess so.
  - That's for sure.
  - I second that.
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# Offering

- Why don't you... / Why don't we...
  - What about...
  - Shall we... / Shall I...
  - Can I get you some...
  - May I offer you some...
  - Are you up for...
-

# Rejecting an offer

- I'm fine, thanks.
  - That's very kind of you. Unfortunately...
  - I appreciate, but I can't commit.
  - I'm honored, but I can't.
  - Thank you for thinking of me.
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# Accepting an offer

- That sounds like a good idea.
  - I'd love to.
  - That would be nice.
  - With pleasure.
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# Asking for some time to rethink something

- Let me think about it.
  - Give me a moment.
  - I need to think it over.
  - I need to sleep on it.
-

# Responding to thank you

- Anytime
  - Don't mention it.
  - My pleasure.
  - No worries.
  - Not at all.
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# Saying that you don't know something

- Beats me.
  - I have no idea.
  - I've been wondering the same thing.
  - I'll check that out and get back to you.
  - I can't help you there.
-

# Saying that you don't have an opinion

- I've never given it much thought.
  - I don't have strong feelings either way.
  - It doesn't make any difference to me.
  - I have no opinion on that matter.
  - I'm not an expert in the field.
  - I'm not so sure.
  - I've never thought about it.
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# Asking someone to repeat

- Come again!
  - What did you say?
  - What was that?
  - I didn't quite catch that.
  - Would you mind repeating that?
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# Saying that you have to end a conversation

- I really should be going.
  - It was nice chatting with you.
  - Anyway, I should get going.
  - I'm off.
  - Catch you later.
  - I gotta catch the road.
  - It was nice seeing you.
  - All right then.
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