

## **Proposal of a Course in Techniques of Conversation for Advanced Learners of English as a Foreign Language**

William Nzitubundi Sendihe

*Associate Professor at Institut Supérieur Pédagogique de Goma (ISP Goma), DRC*

---

**Abstract:** Teaching English as a Foreign Language, Teaching English as a Second Language or Teaching English to Speakers of Other Languages are terms that refer to teaching English to students whose first language is not English. The terms TEFL, TESL, and TESOL distinguish between a class's location and student population.

When we discuss the issue of learning English as a foreign language, we have in mind the four language learning skills, which are: Listening, Speaking, Reading, and writing. All these four skills are equally important for successful language learning. However, many learners of English have always declared that listening and speaking are the most difficult language skills. They think that listening is the most difficult exercise in this area, especially when you listen to a native speaker of English. As far as the speaking skill is concerned, learners also say that it is the second most difficult skill to develop in language learning. They wonder why their fluency does not flow easily like that of natives. And of course, a non-native learner cannot speak like a native. They only need native or near-native models to imitate so that they can acquire acceptable articulation.

Nevertheless, all learners acknowledge that speaking is again the most important skill to develop. They want to enjoy themselves when speaking and improving their practice.

Therefore, this article is designed to propose an easy course on Conversation Techniques to encourage such learners, especially those in intermediate and advance levels at language learning centers, and those in formal schools and/or colleges of languages who just learn the language because they simply want to know it, not for professional reasons, but for the sole purpose of speaking, communicating in a foreign language through their everyday activities. This is the reason the present article has taken the shape of a class syllabus, in order to help both teachers and learners make the exercise easier, stress-free, and more enjoyable as they practice the language and enjoy themselves.

**Keywords:** Conversation, communication, foreign language, learners, speaking, asking, answering.

---

**Résumé:** Enseigner l'anglais comme langue étrangère, enseigner l'anglais langue seconde ou enseigner l'anglais aux locuteurs d'autres langues sont des termes qui se réfèrent à l'enseignement de l'anglais aux étudiants dont la langue maternelle n'est pas l'anglais. Les termes TEFL, TESL et TESOL font la distinction entre l'emplacement d'une classe et la population étudiante.

Lorsque nous discutons de la question de l'apprentissage de l'anglais comme langue étrangère, nous avons à l'esprit les quatre compétences d'apprentissage des langues, qui sont: écouter, parler, lire et écrire. Ces quatre compétences sont également importantes pour un apprentissage réussi des langues. Cependant, de nombreux apprenants de l'anglais ont toujours déclaré qu'écouter et parler sont les compétences linguistiques les plus difficiles. Ils pensent que l'écoute est l'exercice le plus difficile dans ce domaine, surtout lorsque vous écoutez un locuteur natif de l'anglais. En ce qui concerne la compétence orale, les apprenants disent également que c'est la deuxième compétence la plus difficile à développer dans l'apprentissage des langues. Ils se demandent pourquoi leur aisance ne coule pas facilement comme celle des autochtones. Et bien sûr, un apprenant non natif ne peut pas parler comme un natif. Ils n'ont besoin que de modèles natifs ou quasi natifs à imiter afin qu'ils puissent acquérir une articulation acceptable.

Néanmoins, tous les apprenants reconnaissent que parler est à nouveau la compétence la plus importante à développer. Ils veulent s'amuser en parlant et améliorer leur pratique.

Par conséquent, cet article est conçu pour proposer un cours facile sur les techniques de conversation pour encourager ces apprenants, en particulier ceux des niveaux intermédiaire et avancé dans les centres d'apprentissage des langues, et ceux des écoles formelles et / ou des collèges de langues qui apprennent simplement la langue parce qu'ils veulent simplement la connaître, non pas pour des raisons professionnelles, mais dans le seul but de parler, communiquer dans une langue étrangère à travers leurs activités quotidiennes. C'est la raison pour laquelle le présent article a pris la forme d'un programme de classe, afin d'aider les enseignants et les apprenants à rendre l'exercice plus facile, sans stress et plus agréable lorsqu'ils pratiquent la langue et s'amuse.

**Mots-clés:** Conversation, communication, foreign language étrangère, apprenants, parler, demander, répondre

---

### 1. Greeting Someone

**Neutral expressions:**

Good morning, Good afternoon, Good evening,

**Informal expressions:** Hi!, Hello!, Hi there! Hi John!, Hello Peter!, etc.

**Formal expressions:** Good morning, Sir. Good morning, Madam. Dear Sir (written), Dear Madam, etc.

### 2. Asking How Someone is

**Mixed informal, formal, awkward, etc.** How are you? How is it? How are you doing? How is life? How's life treating you (awkward)? In good shape are you (awkward)? What's the latest? Are you well?

If you have not met for a long time: How have you been? How've you been? I haven't seen you for a long time, I haven't seen you for long man, Long time no see you, How is it with you? How goes it?, what's up? I trust you are keeping well, I trust you are still keeping well, How are you today? Hope you are doing well, etc.

**Saying how you are:** Fine, thank you. Fine, thanks. Fine. Pretty fine. I am good. Just fine. Just good. I am ok. Not too bad. Not bad. Great. Not so bad. Not bad at all. Very well, thanks. On top of the world. Still alive-Just (not well). I can't complain. I am a bit fine, thanks. I am so so. 50-50 (fifty-fifty). Very well indeed. Very well, thank you. In great shape. Fine, how are you? Fine, and you? e.g. I trust you are keeping well. Very well indeed, thank you. I am extremely well, thank you. I am n top of the world, thank you. I am in excellent health, thanks. Not very well, thank you.

### 3. Introducing Oneself

How do you do? My name's Peter Jones.

Excuse me, how do you do? I don't think we've met before, my name's Peter Jones/ I'm Peter Jones.

Hello! This is Peter Jones speaking/ speaking here (on telephone)

Hello! Good morning. My name's Peter Jones/ Peter Jones speaking here.

Hello! I'm Peter Jones, Sales Manager at X and X Company.

Hi! You must be Mark Kennedy. I'm Peter Jones.

Hello! I'm Peter Jones.

May I introduce myself please? Peter Jones, sales Manager at Xxxxx International.

First, let me introduce myself. I'm Peter Jones.

Allow me to introduce myself. My name is Peter Jones, I am the sales manager of this company. etc.

### 4. Introducing Someone

Greg, this is Peter Jones. Peter Jones, this Greg Maize.

Hi. Peter Jones, my classmate.

Hi. Peter Jones.

Meet Peter jones, my classmate.

Oh Paul, I'd like you to meet Steven Parker.

Have you met Steven Parker before? Have you met Steven parker?

Do you know Steven Parker?

By the way, do you know Steven Parker?

By the way, do you know each other? Mrs. Ntumba, - Dr. Johnson.

Peter, meet Jane.

Jane, meet Peter.

Oh look, here is Peter.

Oh look, Peter, meet Jenny.

Good morning, Dr. Wilson Wayne. May I introduce Professor Harris Bone, our new Rector. He will be taking over from me in June.

Let me introduce our Director General, Professor greg Watson.

Allow me to introduce our new Director General, Prof. Greg Watson.

I'd like to introduce our new Rector, Professor Greg Watson.

Please meet Mr. Edwin Kamau, the new Vice-Rector for Academics.

Please meet Miss Jane Wanjiru, our new accountant.

It is with great pleasure that I introduce to you Mr. Steven Parker, Distribution Manager of Pharmakina Bukavu.

It is with great pleasure that I introduce to you Dr. William Sendihe, your new professor of Linguistics.

## 5. Responding to an Introduction

Do you know Mr. Chubaka? = I don't think so. How do you do? How do you do.

How do you do? Pleased to meet you Mr. Chubaka.

I've been looking forward to meeting you. I've heard a lot about you.

Do you know Steven Parker? No, I don't actually. Yes, I think I do. Have you met Steven? Yes, I think I have.

John, Peter, do you know each other? Yes, I think we do. Or No, I think we don't actually, do we? Have you met before? No, I don't think we have. Have you met before? Yes, we have already met actually.

I am delighted to meet you, Mr. Steven Parker...

I am delighted to make your acquaintance.

I am delighted to make your knowledge.

### **How do you do? What do you do? How are you?: Their differences.**

#### **What do you do? Versus How do you do?**

**Question:** What is the difference between "What do you do?" and "How do you do?"

**Answer:** "What do you do" is a way to ask someone what their job is or what they do for a living. It is a polite question to ask when you first meet someone, or when you are getting to know someone new, or when you haven't seen someone for a long time. Here are some other ways to ask the same question:

"What do you do for a living?"

"So what do you do for work?"

"What line of work are you in?"

"Where do you work?"

"Where are you working now?"

"**How do you do**" is a formal greeting used in the same way as "**It's a pleasure to meet you**" or "**Pleased to meet you.**" In a casual situation it would be better to say "**It's nice to meet you**" or just "**Hello.**"

#### **What is the correct response to the question "How do you do"? Why?**

"**How do you do?**" is usually a formal greeting used on the first occasion of meeting or introduction. It is often accompanied by shaking hands or nodding heads, sometimes even outright bowing. It is not meant as a question and an answer is not expected. The reply "How do you do?" is appropriate.

**Note** that the tone of this question is not the same as "How are you," which is more casual and used as a daily greeting by strangers, acquaintances, and close friends alike. A polite but vague, and usually positive, answer is generally expected along with a reciprocating question. Appropriate replies to a stranger or acquaintance may be "Fine, and how are you?" or "Very well, thank you. And you?"

#### **Origin of How do you do?**

This greeting was once commonplace, especially amongst the English upper classes, but is now heard less often and is largely restricted to quite formal occasions. The phrase became one of the touchstones in the separation of the *U* from the *non-U*, that is, the separation of the upper classes from the rest. The *U* contingent had napkins, lavatories and greeted people with 'how do you do'; the *non-U* had serviettes, toilets and greeted with 'hello'.

The proper response to 'How do you do?' was a reciprocal 'How do you do?', as in this exchange from Oscar Wilde's *Lady Windermere's Fan*, 1892:

Lord Darlington: How do you do, Lady Windermere?

Lady Windermere: How do you do, Lord Darlington?

'How do you do' has its essence in the early meaning of the verb 'do', which has been used since the 14th century to mean 'prosper; thrive'. Even now, gardeners sometimes refer to a plant that grows well as 'a good doer'.

**How do you do?** is terribly old fashioned and stuffy, even in the UK. The traditional response is "How do you do?". It's not a question enquiring about someone's health. It's used as a very formal greeting by posh people, or those still living in the last century. If you ever visit the UK, I suggest you simply say "Hello" or "Hi" when you meet someone if you don't want to be mistaken for a pompous oaf.

#### **It depends on where you are.**

In England (and likely other Commonwealth English-speaking countries) the response is likewise "How do you do?"

In the U.S., it is not unlikely to receive an actual answer as to one's well-being. And as a bonus, the originally rural U.S. "howdy" is short for "how do you do?" and the response is usually also "howdy."

"**How do you do?**" is not the same as "**How are you?**". The first is only used when you are introduced to a new person and is quite formal. The correct response is simply to repeat the question "How do you do?" or to say "Nice to meet you". In less formal gatherings you would simply say "Hello" when introduced to another person.

"How are you?" is a polite enquiry after the health of someone you know or have at least met before. Normally you simply answer "Fine thanks, and you?". Only with VERY good friends would you actually answer with a description (or even a mention) of your current ailments!

## **6. Starting a Conversation with a Stranger**

Usually we say:

- Hello, are you ....?
- Good morning, Sir, are you Dr. Steven Parker?
- Hello! Are you a friend of Peter's?
- Hi! Great music! isn't it?
- Hi! Great party! isn't it?
- Sorry! I do beg your pardon! Aren't you Mr.....?
- Forgive me for asking, aren't you Mr.....?
- Excuse me, Madam, aren't you Dr. Steven Parker's Secretary?/
- Excuse me, Madam, aren't you Dr. Steven Parker's Administrative Assistant?
- Excuse me, Sir! Can I have some light on that?
- I hope you don't mind my question (asking)
- I hope you don't mind me asking
- I want to know where you are going
- Haven't we met somewhere before?
- Excuse me/ Excuse my asking, Sir, I wonder if we haven't met somewhere before.
- I am sorry for asking, Sir, but haven't we met somewhere before? Haven't we met in Bukavu before? Have we met in Goma before?
- I am sorry to trouble you, but I wonder if we have not met somewhere before
- Sorry, I couldn't help hearing that ...
- Good day, Sir, have we met in Goma before?
- Lovely day, isn't it? Nice day, isn't it?
- Terrible day, isn't it? Awful day, isn't it? Horrible day, isn't it?
- To cheer up: Don't be afraid, ...Never mind, ... That's ok, my dear... Yes, I am Dr. Steven Parker....etc.

## **7. Asking for Information**

### **Question techniques**

Formally we say:

- I was wondering if you could help tell me...
- I was wondering if we could get this information from you...
- This may sound a stupid question, but I would like to ask if you .....
- Do you happen to know.....
- I hope you don't mind my asking, but could you kindly help me know what happened ...
- Would you mind telling me about that...in a bit more details?

### **Answering techniques**

- Well, let me see, ...
- Well, er.....I think this is .....
- Oh, well, let me think about it ...
- Oh, let me think for a moment,
- Good, let me think about it and tell you shortly
- Ok, I will think it over and get back to you shortly.
- I am glad you ask...
- Thank you for asking, I think this needs...
- Good question. In fact, the issue is that ...
- Thank you for the question. What I know about it is that ...
- etc.

### **How to avoid answering**

- That's a good question, but ...
- I'd rather not answer that if you don't mind.
- I'm afraid I don't know.
- I'm terribly sorry I don't know about it.
- None of your business.
- It's none of your business.
- Where I was last night is none of your business.
- Mind your own business.
- I am sorry you should not ask such a question here...this is not the appropriate time/place for such a question
- Could you hold the question if you don't mind and we discuss it later at some more appropriate time please?
- Please allow me not to answer this question now...for personal reasons.

### **8. Getting Further Information**

- Could you please tell me a bit more about that?
- Could you explain that in a bit more details please?
- I don't quite follow...
- Sorry to press you, but could you ...
- Sorry I don't quite understand why ...
- Something else I'd like to know is this...
- Something else you can help me know is ...
- How long has Professor William been hired here?

### **9. Getting People to Do Things**

#### **Requesting – attracting someone's attention, agreeing, and refusing.**

##### **a) Requesting (need something)**

- Oh dear! I have no pen.
- Do you have a pen?
- You don't have a pen, do you?
- You haven't got a pen, have you?
- You haven't got money, have you?
- You don't have enough money, do you?
- I wonder is someone here can lend me some money.
- I wish someone here could lend me a fiver. I am broke.
- Oh dear! Don't seem to...

##### **b) Attracting someone's attention**

- Excuse me... I'd like to ...
- Excuse me ... I wish you could kindly...
- Hey, I say...
- Er, Mr. Jones, ...
- Sorry for bothering you, but I would like you to...
- Somebody help!...

##### **c) Agreeing**

- By all means, ...
- I'd be glad to serve/help ...
- Sure.
- That'd be my pleasure.
- My pleasure.
- I'm glad I can help.
- I'm glad I can assist in here.
- I'm glad I can assist.
- Why?, of course yes.
- Why not! Sure.

### **10. Talking About Past Experiences/Events**

**Talking about past experiences, remembering, speculating, and describing experiences.**

**a) Remembering: Questions**

- Could you remember what happened then?
- Could you remember what happened next?
- Have you already forgotten what happened then...?
- Were you going to ...?
- What did you do after that?
- Why did you?
- Why didn't you?

**b) Answering:**

- I'll never forget.
- Yeah, I do remember...
- I'm not sure; I remember all the details, but...
- Oh, that takes me back, yes, ...
- If my memory serves me well, ...
- If my memory serves me faithfully, I remember doing ...
- Well, if I may recall the event...

**c) Speculating: Questions**

- What would you have done if you had seen the...?
- What would you have done if the issue had reached you?
- How would you have reacted if they had bothered you that way?
- What might have happened if ...
- etc.

**d) Answering**

- Oh, I don't know...
- Oh, I really don't know, but I guess ...
- I suppose I'd...
- Difficult to say, but ...
- Had it been so, I think I would have done this...
- Should they need to..., I believe I would have done this...

### **11. Holding The Floor, Hesitating, Bringing Others in**

**a) Hesitating**

- Ummm...
- Well...
- Well, er...
- Aaaaa...
- Er...you see...sort of...
- Let me see, er...sort of...

**b) Holding the floor and bringing others in (speak much)**

- There are a number of points I'd like to make..., one....
- And another thing is ...
- Next, then, after that...
- Although, not only...but also
- Hang on a second please
- Hang on a minute please
- Hang on a sec
- Hang on a moment
- Hang on a mo

**c) Breaking in (making interruptions)**

- Sorry to trouble you, ...
- By the way, ...(change the topic)

- Sorry to interrupt you...
- Sorry for interrupting you...
- Ummm, ummm...
- If I can just come in here, ...
- That reminds me of ...
- Wait wait...that reminds me of...
- Before I forget, ...
- That's exactly what we were saying...

**d) Bringing in other people**

- Don't you agree, John?
- What do you think, Peter?
- You look very quiet, Mary.
- I expect you'll agree with me, John, when I say that ...
- Isn't it so, Jeff?
- I hope we're together, John, aren't we?

**12. Talking about The Future, Stating Intentions, and Discussing Degrees of Probability**

**a) Stating intentions**

- I'm probably going to ...
- I'm thinking of...
- I was thinking of...
- I thought I might ...
- I may well visit...
- I believe I can...
- I'm not thinking of ...
- I shouldn't think I'd be visiting, watching, playing, ...
- I'm not going to ...
- I don't really want to ...
- I may not be doing...
- I really cannot...

**b) Degrees of probability**

- It will probably...
- I will probably...
- I'm not sure if I may ...
- Perhaps he will ...
- I suppose ...
- I dare say it...
- I expect it will...
- I guess they may ...
- There is some chance for them to...
- There is a chance it will...
- I wouldn't be surprised if he ...
- I have no idea if...

**13. Apologizing/ Saying Sorry**

- Oh, sorry!
- Sorry for...
- Very sorry...
- I'm sorry about...
- Oh, my fault! So sorry...
- I'm terribly sorry for ...
- I'm awfully sorry for ...
- Please accept my apology for...
- Please forgive me for...
- I (do) beg your pardon...

#### **14. Accepting/ Responding to an Apology**

- That's ok.
- No problem.
- Please don't be.
- That's alright.
- Take it easy.
- Oh, forget it.
- Oh, forget about it.
- Oh, don't worry my dear.
- Oh, worry not my dear.
- That's not to be apologised for
- That's not to be apologised about.
- Oh, there is no reason to apologise.
- That's ok, my dear...anybody could have done it.

#### **15. Showing Sympathy**

- Oh, dear!
- That's too bad!
- That's sad news indeed!
- Oh, that's awful!
- Oh, that's horrible!
- Terrible!
- Too bad!
- Oh no!
- What! So sorry my dear.
- Oh, that's too bad...please take heart/ be strong...
- Sorry to hear that!
- Please accept my sympathy.
- Please accept my condolences.
- I was very sad to hear about the death of your friend. So sorry about that...please accept my sympathy.
- My family and I have been shocked/saddened/ to hear about the death of your girlfriend. So sorry about that. May God strengthen you in these hard days.

#### **16. Saying You have Forgotten**

- Oh, it's gone.
- My mind is gone back.
- I'm sorry I don't remember.
- I'm sorry my mind cannot serve me well.
- Sorry I have forgotten.
- I'm sorry I forgot to tell you that ...
- I have to confess that I don't remember...
- I have to admit that I don't remember...
- I'm sorry it escaped me for the moment.
- I'm sorry it has escaped my attention.

#### **17. Asking or Saying if Someone is Correct or Not Correct**

- .....Yes?
- Ummm?
- Joseph, am I right?
- Is that right?
- What did you say?
- Is that true, John?
- Is that so, John?
- is that right, man?
- Did you say ...?
- Am I right in thinking/ supposing that ...?



- Would you mind telling me if ...is correct?
- Is it true to say for example ...That's a man of good honour?
- Is it correct to say for example...That's a cunning man?/ clever man?
- I assume what you have just said implies...
- That's fine, John.
- Nothing wrong with that.
- That's it.
- That's alright.
- Absolutely.
- Precisely.
- Indeed.
- As a matter of fact, that's it.
- That's all wrong.
- You've got ...all wrong.
- I don't agree with you when you say...
- If I may say so, that's not the case
- If I may say so, you're mistaken there
- I think the information you have is not correct.
- The information you have must be wrong.
- I'm sorry there must be some misunderstanding.
- I think there are some misinterpretations in that information.

### **18. Correcting Someone**

- No, 1970. e.g. He was born in 1960. No, 1970.
- We ate rice and beans yesterday. No, potatoes.
- Wait a second/minutes/a bit, I think it is rather ...and not...
- If I may correct you, I think ...
- I think it might be more correct/ elegant/ beautiful...to say ...
- I would like to correct one thing you said...
- e.g. Question: She speaks English well. A: No, she doesn't.

### **19. Offering Something and Accepting or Refusing an Offer**

#### **a) Offering something**

- Will you have a glass of soda?
- Would you like a cup of tea?
- Will you have a glass of fresh juice?
- Tea?
- Coffee?
- Coffee please?
- Tea or coffee?
- Will you have tea or coffee?
- What will you have?
- What will you drink?
- What's yours?
- Drink?
- Would you care for...?
- Could I offer you some juice?
- Could I offer you a ...?
- Allow me to offer you a glass of fresh juice
- I'd like to give you...
- Here, have a watch.
- Do you want...?
- do you need...?
- I have great pleasure in offering you this photograph.
- I have great pleasure in presenting you with this photograph.
- Allow me to present you with this ...
- Allow me to offer you this suit.
- Please accept this book.

**a) Accepting an offer of something**

- Thank you.
- Yes, please.
- Oh, yes please.
- Oh, that'd be great.
- Oh, please.
- I'd love to.
- Lovely!
- Great!
- Jolly good!
- Smashing!
- Wonderful!
- Fantastic!
- Marvelous!
- That's di be delightful.
- Thank you so much. I like coffee.
- With pleasure.

**b) Declining/ refusing an offer of something**

- No, thank you.
- No, thanks.
- Not for me, thanks.
- Not for now, thanks.
- Not this time, thanks.
- That's very kind of you, but I won't, thanks.

**20. Thanking**

- Thank you.
- Thanks.
- Thank you very much.
- Thank you for...
- Thank you very much for...
- Thank you so much.
- Thank you so very much for ...
- Thank you so, so much for coming.
- Thanks a lot.
- Many thanks.
- Thanks, John.
- I want to thank you for...
- I want to thank you so much for ...
- I don't know how to thank you for ...
- I can't help thanking you for ...
- I really can't thank you enough for...
- I can't thank you enough for...
- I can't find the right word to thank you enough for...
- I am thankful for...
- I am so thankful for your help/assistance.
- I am so thankful for having you in my life...
- I appreciate all of your help.
- I am very grateful for...
- I appreciate it.
- I do appreciate ...
- Great!
- Cheers!
- 

**21. Responding to Thanks**

- Not at all.
- My pleasure.

- It's a pleasure.
- It's my pleasure.
- That's okay.
- Delighted to have been of assistance.
- Nod (the head) & smile
- You're welcome.
- No problem.
- No sweat.
- Don't mention it.
- Don't worry about it.
- You're quite welcome.
- It's the least I could do.
- It's no bother.
- It's/that's all right.
- It's nothing.
- Think nothing of it.
- Not much.
- Sure.
- Sure thing.

## **22. Talking about Similarities, Differences, Stating Preferences**

### **a) Similarities**

- My pen is just like yours/ his/ John's...
- Your book is quite like mine/hers.
- Our children have a lot in common.
- We have the same sort of ...
- My suit is just the same as yours.
- You look like your father.
- She has her mother's eyes and her mother's eyes.
- These children look alike perfectly. Are they twins?
- You resemble your parents.
- You speak good English like your teacher.

### **a) Differences**

- My pen is different from yours
- My pen is different than yours (AE)
- This book is not like mine.
- My car is very different from hers.
- They are not the same.
- There are tremendous/several differences between my ... and yours.
- There are a number of differences between my ... and yours.
- His ... is not as powerful as mine.
- Mine is far more beautiful than his.
- His books are quite different from mine.
- His... is nowhere as expensive as mine.

### **b) Linking similarities and differences**

- On the one hand, both pens have the same colour, on the other hand, mine is nicer than yours.
- While these two bags are different in size, they have the same colour.
- While people are different in colour (skin), red is the blood that flows in their veins.

### **c) Stating preferences**

- As far as I am concerned, the best is ...
- To my mind, that one is best because ...
- I'd go for this one because ... (choice)
- I'd prefer that one because...
- My favourite colour is blue.
- I prefer swimming to playing football.

### **23. Making Suggestions and Giving Advice, Expressing Enthusiasm, Persuading**

#### **a) Making suggestions and giving advice**

- If I were you, I would...
- Why not...take this one?
- Why not a dictionary?
- Why not rice and beans?
- You could always study Mathematics.
- Don't you think it might be a good idea to ...
- Have you ever thought of ...
- I was wondering if you'd ever thought of...
- You'd better...

#### **b) Expressing enthusiasm**

- Magnificent!
- Super!
- Superb!
- Beautiful!
- Lovely!
- Gorgeous!
- Amazing!
- Great!
- Grand!
- Fantastic!
- Incredible!
- Wonderful!
- Awesome!
- Splendid!
- Overwhelming!
- Impressive!
- Marvelous!
- Excellent!
- Fabulous!
- Excellent!
- Exciting!
- Inspiring!
- Inspirational!
- Heartbreaking!
- I think it'd be a fantastic idea to go to Virunga National Park.
- I've got a superb idea, today we ...
- Listen! This would be great...
- Hey! I've got this amazing idea/ superb idea...

#### **c) Persuading (Reply to the suggestions)**

- That's easier said than done, you see...
- That's all very well, but ...
- You don't seem to realise that from here to Bagira there are seven kms.
- I see what you mean, but if ...
- That's true, but if...
- I agree with you, but the best idea would be to ...
- You're right, but it would be better to ...
- You're right, but it would be better if we...
- Yes, but doing this would be better/ would be a better idea...

### **24. Ending A Conversation**

- I'm afraid I must go now.
- I'm afraid I have to go now.
- I'm afraid I have to leave now.
- I'm sorry I must leave now.

- Sorry I must be off now.
- Sorry I've got to leave now.
- I'm afraid we shall have to leave it there now.
- I hope you'll excuse me but...
- Please excuse me I have to leave now.
- Please forgive me but I have to go now for other commitments.

### **25. Leaving Someone Politely for a While**

- Excuse me. (then you leave)
- 'Scuse me. then you leave)
- Back in a minute
- Back in a second
- Back in a while
- Back shortly
- Would you excuse me please?
- Will you excuse me for a moment please?

### **26. Saying Goodbye**

- Goodbye!
- Bye!
- Bye-bye!
- Bye for now!
- See you!
- See you soon!
- Cheers!
- Cheerio!
- Will be seeing you!
- Will be seeing you soon!
- I look forward to seeing you again soon, goodbye.
- Love (in a letter)!
- Love Judy! (in a letter).
- Lots of love, Jane!
- With all my love!
- Love and kisses, (your name).
- Yours sincerely,
- Yours faithfully,
- It's been nice spending some time with you, bye!

### **27. Giving and Receiving Compliments**

Giving compliments is a friendly way to begin conversation and to promote good will and make others feel good about themselves. If compliments aren't sincere, the receiver might be tuned in and take it as an indirect insult.

#### **Direct Compliment**

Example: "What a nice shirt." Try not to go into too much detail about the shirt or you could make the conversation boring. By saying additional information such as "this sweater is so much better looking than your other ones" takes away from the effectiveness of the compliment.

#### **Some mixed (formal and informal) expressions:**

- You are very smart!
- What a nice dress!
- What a nice shirt!
- I like your shirt.
- I like your shoes.
- You have very nice shoes.
- I like your handwriting.
- I like your Swahili.

- I love your Swahili.
- I adore your Swahili.
- You speak a very good Swahili.
- I love the way you dance
- I adore the way you dance.
- I adore the way you smile.
- If I may say so, your shirt is very nice.
- If I may say so, this meal is delicious.
- I must congratulate you on your success
- I must congratulate you on you academic achievement.
- You have a very beautiful hairstyle.
- May I say how elegant you look?
- If I may say so, your hairstyle is quite charming.
- That colour is nice on you.
- You look gorgeous in that suit.
- You are so smart
- You look wonderful today
- What a nice hairstyle!
- What a nice colour on you!
- I like your ensemble/ suit/trousers/...
- How nice your hairstyle is!
- May I say how wonderful you look today! (formal)
- Please allow me to say how nice your hairstyle is! (formal)
- You have very nice shoes

### **Indirect Compliment**

Example: "You know a lot about fashion, do you think you could help me find some shoes this weekend?" Indirect compliments are used when you admire something about them without telling them directly. They are great to use when you need some help. Other examples:

- You are good at choosing suits, could you please help me choose a good suit
- You have a very good accent, please show me a good language school where I can learn English.
- That shirt is so beautiful; did you buy it in Kigali?

**N.B.:** Avoid giving compliments in public that might be interpreted as an insult to others. For example, if you compliment somebody's sweater, others listening might feel that you are implying you don't like theirs.

### **22.2. Receiving Compliments**

Compliments are like gifts and you should always let the giver know your appreciation. Here are some appropriate responses:

- Thank you.
- Thank you, I'm glad you like it/them.
- What a nice thing to say.
- Is it! Thanks.
- Thank you very much.
- I appreciate it.
- Thanks a lot my dear, that's my pleasure
- Oh, do you? Thanks a lot.
- Oh, Praise the Lord!
- Oh, Glory to God.
- Thank you, so do you/so are you, ...!

**Note:** Europeans often receive compliments without words, rather a friendly smile. Asians also don't use words, but a gracious bow.

Being young in the professional world is a time of transition. Gone are the days of eating pizza 3 times a day, wearing your favorite hoody for days on end, and spending every cent that comes your way. Life now consists of fighting your slowing metabolism, dressing to impress, and effectively spending and saving your hard earned money.

### **Giving compliments to women**

Compliments are a simple but effective way to make a woman you are interested in feel special. However, most men don't know how to give good compliments. Here are just a few basic tips:

Try to give a unique compliment about a certain characteristic that most people overlook. For example, never tell her how beautiful she is, because everyone has said that to her. Compliment a woman for her intelligence. Also, consider commenting on actions instead on looks. Even an extremely gorgeous woman will love being complimented on more than just her appearance.

Make sure you come up with something original. Don't use generic compliments - they are corny, boring and there's absolutely no doubt she heard that kind of compliment a thousand times before. Typical vague compliments are often completely ignored by women so make your compliments detailed. Give a compliment that reflects the effect that she has on you. This kind of compliment emphasizes the relationship between the two of you, rather than just the things she does.

Don't overuse compliments. If you compliment her too often, it will make you look like a pathetic wuss who is seeking approval. And it can be really annoying. For every compliment that you give her, tease her and poke fun at her insecurities at least twice. Be careful with this - a lady must know that you are just having fun with her.

Give compliments that you sincerely believe to be true. Keep the compliments short and sweet. Speak in a friendly voice and don't sound boring. Make eye contact and smile. Make sure your smile is not a fake smile – just relax your face and you'll have a natural warm smile.

### **Top 5 Compliments That Will Make You Feel Worse**

It is always nice to receive a genuine compliment. It's something we all crave and need, and that doesn't always get enough of. At least it shows someone is paying attention. Yes, a good compliment can put a smile on the rest of your day. However, there is a certain kind of compliment that doesn't make you feel good, instead it actually makes you feel worse. It can be known as a backwards compliment or two faced compliment, and most of the time the people giving you the compliment are not aware that they are saying something negative about you even in the form of a compliment. Other often sarcastic people like to put others down by these passive aggressive methods. Here are some of the worst compliments to give to other people, and that you probably wish you haven't said the moment the words came out of your mouth!

#### **1. 'Some people get uglier over the years but you are just the opposite'.**

Yes, the meaning of saying this is probably to comfort someone about their age and looks, but the way it comes out leaves you thinking something else, such as you must have been ugly but now getting prettier? Not exactly a charming compliment.

#### **2. 'You have really lost a lot of weight'.**

Another popular compliment, which is not as bad as the one above and usually well intentioned. However, for people who have lost a lot of weight, being reminded that they were overweight before is not something they like. Instead say something like "Wow.. You look really slim". No hint at being overweight and a much better and nicer compliment.

#### **3. 'Those shoes look much better than the ones you usually wear'.**

Probably heard most among women as sort of a put down, when one of their girlfriends get a piece of clothing or shoes that are really nice and classy. Instead of just complimenting how good they look, there is a compliment along with an intimation thrown in to usual lack of style.

#### **4. 'You are such a nice guy'**

This one is for the guys. When a woman tells you this, you pretty much know your chances of getting romantic with her are gone. No chance it is happening! Women don't realise this, but for the "nice guys" out there being told they are 'nice guys' is just as bad as being told outright they are not dating material. Nice guys finish last!

#### **5. 'You're looking well!'**

This implies that you normally look awful and although is not intentionally used to cause offence, it can often make people feel worse.

When you give out a compliment, it should always be genuine and about something you really are impressed with, this is true for both verbal compliments and compliment slips. Fake compliments never accomplish much to either you or the person on the receiving end. The old adage of any sort of compliment will

'do' is simply not true. Far better to remember the other well known saying 'if you haven't got anything nice to say, don't say anything at all!'

### **How to pick up and seduce beautiful women**

It's interesting that anyone should specify picking up "beautiful women" as opposed to just picking up "women" - as if "beautiful women" were an entirely different species to other "women" and therefore required an entirely different approach. Whilst there are some psychological characteristics inherent in beautiful women that maybe aren't as prominent in their plainer looking sisters, they still have exactly the same needs and can therefore be wooed in the same way.

But having said that - there are a couple of subconscious processes that are constantly being performed by women, and probably even more so by beautiful women - and if you are aware of these processes, then you are in a position to use them to your seductive advantage.

The two subconscious processes that women are constantly performing whilst interacting with men are "confirmation" and "validation".

Confirmation is when she confirms to herself that certain assumptions that she's made about you are true. She will be building a story about you in her head and every now and again she will want to check that the story she's putting together is indeed accurate. Hence she will ask you a question and your answer will allow her to confirm what she is already thinking, or not, in which case she may ask another clarifying question to confirm her new thought.

Validation is when she looks to you to confirm thoughts that she has about herself. This can be a potent tool for the seducer, particularly when it comes to good looking women. Let's look at why:

In the normal course of a day a beautiful woman will attract a number of favourable looks and comments from the men that come into her life. Each one of these looks and comments goes towards validating what she most probably believes about herself: that she is an attractive female.

Now what happens when a man comes into her life who doesn't automatically compliment her? If the contact is a fleeting one, then it will soon be forgotten but if the contact is an extended one, then you will soon find a situation where she begins to crave the compliment because she needs the validation from everybody. You'd probably think that if 98% of men gave her the validation, she wouldn't be that fussed about what the other 2% think. Not true. The dissonance created by a man not automatically doing what every other man does can really set her on edge.

Ever seen an ordinary or even ugly guy with a stunner on his arm? There are 2 things I can guarantee you: 1. He had loads of personal authority and; 2. He didn't automatically lavish compliments on her when they first met. If he had, then he would have served his valedictory purpose and been dispensed with.

So how do we use this little known fact for the purpose of picking up beautiful women? Easy, we withhold our compliments until late in the game. As the conversation wears on she will begin to crave the compliment and will start trying to impress you.

When it does come time to give her the compliment do so as if the thought that she is attractive has just struck you and that you're surprised to be actually expressing it. Suddenly break from whatever you're saying - deliver the compliment - and then go back to what you were talking about. You will be stunned at how powerful this technique is when you begin to use it.

### **Why insulting a girl is always better than complimenting her**

Have you ever tried to court a girl? Have you ever tried to win her approval and affection by saying nice things to her all the time (e.g. praising her beauty)? If so, then I bet it probably didn't turn out very well. In fact, I'm pretty sure that the girl eventually got immune to your 'nice guy' gestures and started avoiding your calls.

Have you ever wondered why? I mean, shouldn't being nice and sweet to a girl cause her to like you?

Well, first of all, everything we've ever learnt about romance is totally wrong. I'm not kidding. Ever since we were born, almost everything the media has fed us about attracting women is a lie. In the movies, the sweet sensitive guy who goes out of his way to please a woman always ends up with her, and they live happily ever after. In reality however, women seldom react positively to a guy who showers them with too much attention and compliments. The fact is, complimenting her too often will backfire and cause her to resent you, instead of liking you.

Let me explain why. Women, especially the hot ones, receive at least 20-30 compliments on a daily basis. (Compliments here refer not just to verbal utterances, but also to lingering glances, lusty stares, and other non-verbal cues that signify male interest) In other words, these women are so used to guys giving them compliments in one way or another, that they become rather immune to it. In fact, many of them start to get annoyed by men who constantly offer praises to gain their approval. They perceive such men as weak and boring, who need to compensate for a lack of personality by complimenting excessively.



So, is there any way around this situation? This may seem ridiculous, but believe it or not, insulting her will cause her to be attracted to you. Yup, giving a woman a negative comment will go much further towards creating a lasting impression than a compliment ever will. Just imagine, a beautiful girl receives hundreds of compliments from different men every week. Then one day, someone comes along one day and says something non-too-flattering to her. Which of them do you think will she remember - the hundreds who complimented her, or the one guy who stood out from the rest and 'dissed' her? The answer is obvious - the guy who didn't give her what she expected to hear.

But don't misunderstand, these 'insults' must not be conveyed in a malicious way so as to be considered offensive. The idea here is not to piss her off, but rather, to communicate to her that you are not emasculated by her beauty, unlike 99% of the other guys she's met. And the only way to ensure this is by employing the right body language and tonality. But that is the subject for another day.

So far, whatever I've mentioned above about women might seem illogical, even nonsensical to you. But trust me, that's the reality of things. Women just aren't triggered by all that saccharine Disney-style romance we all grew up with. The truth is, attracting women requires a whole new set of skills that society never equipped us with. To unlock a woman, we need to use a totally different set of techniques that runs counter to our natural instinct. The one we've just talked about - being rude and mean to her - is but one of the numerous techniques that form the basis of successful seduction.

A word of caution though. These techniques, when used properly, are so powerful that a woman will immediately feel an intense, yet inexplicable attraction for the man. This will confuse and mystify her, because she will not normally be attracted to such a man. The usual criteria that a woman uses to qualify and select a man is simply thrown out of the window. As such, any man, be he short or ugly or broke or overweight, can induce powerful feelings of attraction and desirability within the woman if he employs these techniques properly. Continuous use of these techniques will render the woman utterly powerless to the man, till the point where her entire world is virtually in the palm of his hand - that's how powerful it is!

So, beware, if you are ever considering learning these techniques, be extremely mindful of what you are stepping into. Yes, you will have an unfair advantage over other guys. Yes, you will have unprecedented success with women. But do not abuse your power once you have it! These techniques will give you the secrets of attracting any woman, but if you use them without discretion and with ignoble intentions, there will be serious and far-reaching consequences. Such is the way of this world. Don't say I didn't warn you.

### **Compliment her, date her, love her, get her**

#### **Gentlemen:**

- Are you tired of women passing you by without a second glance?
- Are you fed up with being alone or having to settle for ugly or average-looking women?
- Are you annoyed by the fact that some guys seem to get all the great girls when you don't get any?
- Are you scared of the dating scene and unsure of how to approach and talk to women?

If these are some of your problems, then let me tell you that you are not alone. It seems the only guys who get lucky these days are the ones who know something that you don't. Modern-day Casanovas and studs understand what a woman wants and they know how to manipulate a woman to their sexual advantage.

When we enter the age that is said to be the most exciting phase of our lives, the age at which we enjoy life to its fullest, the age when we boys are called youngsters or young guns, every one of us has one thing in mind. The same old question how to attract, date and seduce beautiful women. Isn't it? Yes, indeed, it's very true. Aren't we speaking the language of your heart?

So here I am going to share with you some important tips and tricks that you should not only keep in your mind but also follow to attract the fair sex towards you. Not only this, you can also make others feel jealous of you - and, believe me, other men will be shocked at your success!

Never before has a man thrown out the rule book and exposed every last intimate secret about what it takes to get a great woman. These secrets are vital to your success and it is important that you understand them to get yourself into the lives, hearts - and beds of beautiful women! Hmmm...

### **Do you know what is the biggest myth that most of the guys believe in?**

It is that you have to be good-looking and rich to get a woman...

B-U-T - but my dear friends, this is simply - not true!

*It does not matter if you are ugly, bald or poor!*

*It does not matter what age you are - 18 or 80!*

*It does not matter if you have a low-paying job!*

Whatever your appearance, age or occupation, you can transform yourself into a man that women will be fighting over. If you follow these tips for dating and pick-up success, women will flock to you from all corners of the bar, restaurant, the nearby shopping mall or even the supermarket. Literally, anywhere you go, women will want to date you, and the best thing is - they won't know why! It's not a joke, guys, it's a dream come true for every one of you.

### **Women will be putty in your hands!**

*(Putty in someone's hands: This is an idiomatic expression which means: one who is readily manipulated or controlled by another person; a puppet/marionette/doll/.)*

I'll tell you how to manipulate the dating game in your favour so that you walk away with hot dates every single night, and your friends will be so jealous, they'll beg you to let them in on your secret!

Do you want to be the guy who's successful with any woman you desire? Well, starting today

- you can be!

Forget all that you have learned about dating women up until now... If you've learned it from a man, chances are it doesn't work! Most of the well-known dating and seduction books or articles that are written for men, by men, fail to realize one thing: only a woman truly knows what a woman wants! But we won't let the same thing happen again. So this is the first and probably the most important thing that you should keep in mind and find out what a woman expects from you. Then try your best to fulfill that particular expectation.

Do remember that there are no easy 'one-liners' that actually work well. Girls hear one-liners all the time and when they hear a cheesy line from you, they presume you are only after one thing - and promptly reject you! The more times you're rejected, the harder the dating game seems and the lower your confidence plummets.

### **5 things girls love to hear**

There are some rules that are to be followed while going on a date. I have asked 250 girls around the world to give me the one tip guys should know, when dating. Here are the results:

#### **The top 5 things girls love to hear are...**

1. Compliments
2. Compliments
3. Compliments
4. Compliments
5. And more compliments.

That's the answer girls gave to the question. Every single girl likes to be listened to and complimented in the right way, at the right time, by the right person. Pay attention to her, be honest, and speak from your heart. But don't overdo it.

Now let me tell you the compliments that can really attract a woman to you. But take good care when making use of these compliments while dating the one you love.

#### **Indirect Compliments**

- \* I like this colour.
- \* You are right
- \* (If she is preparing a dish) Mmmm... It smells good
- \* (While eating) It's delicious (and) How did you do that?

But never, never speak about tits, legs and ass on the first date. It would be too sexual at that point of time. And it would be perceived as a major intrusion. What you think is a compliment might very well be perceived as an insult.

#### **Direct compliments**

Excellent for the first approach

- \* I like your shirt. I like your skirt... I like your earrings.
- \* I like your bracelet. May I see it?

\* I like your bag... I love the sound of your voice.

### **More Sensual**

- \* I like your hair.
- \* I like the way you dress.
- \* Your hair looks so soft.
- \* Hmm... you smell good.

It means more or less: I like you. I offer you this compliment as a proof of my admiration.

Let's be friends.

Anything sensual but nothing sexual or related to the body, unless you can defuse it with humour. Otherwise, it might be too direct. There is no pretty woman who would turn down regular compliments and entertaining company, from a handsome guy.

### **Direct body compliments**

\* Nice legs!

But, hey, while making use of these direct body compliments, be careful. It is like entering the Danger Zone. It's like nitroglycerin and can blow up on your face any minute if you don't know how to use it. Many girls can take that as an insult. It's like saying, "Nice ass." Use it only when you know the girl and you perceive flirting signals. Never use it early. Because it means more or less - "My hand would fit very well on your legs, and I'd like to..." Girls usually don't like that unless they already like you. But how can they like you if those are your first words and they don't even know you? Believe me, my friends; there are better ways to give a killer first impression.

Moreover, if a girl has nice legs, do you think she waited for you to notice it? If you say it, you act as a beggar and you give away all your feelings. Seduction is like a poker game, not a demolition site. You don't want the girl to see you as the guy with a helmet, behind the fence where it is written - "Under construction."

But once she brushes up against you, or you can touch her any time, it's fine by me.

#### **Top compliments**

- \* You are gorgeous
- \* You are very pretty.
- \* You are beautiful... (or) You look beautiful tonight...

You have to find elements in the situation (clothes, attitude, haircut, personality...) anything related to her and special to that moment, so your compliment will be totally honest.

### **Personal compliments**

- \* You are looking nice today, Senorita!
- And she will feel great, as sexy as Jennifer Lopez - dancing on a hot tin roof.

### **Indirect top compliments**

**These are a few smart ones:**

- \* You know you're... (Give a loooong pause after that. Let her fill in the blank on her own)
- \* You know you are gorgeous.
- \* You know how much I care for you.

### **Hot compliments**

Once you become very intimate, treat your lady like a princess. One of the best ways to turn her wild in bed is to make her feel soooooo... good. You can deliver hot compliments while making love...

- \* I love your skin. So soft.
- \* I love the taste of your skin.
- \* Let me watch you. You're beautiful.

Any girl likes to be appreciated for what she is. Any girl likes to be loved. I don't say that's how you get girls interested. Don't compliment them at the very beginning. Remain solid as a rock and a big challenge for her.

As I keep saying, chasing women is like playing poker (I really hope you know what poker is...). Don't show your cards right away and the game will be interesting for her. Play your compliment-card when it is your

turn. Not before. Women were huntresses hundreds of years ago. They still are. They love to run after YOU and get YOU.

But once you know for sure that you have gained interest, find the right words and let them drop on her eardrums like the precious pearls of an earring. You will become her Prince Charming and she will fall in your strong arms like ripe fruit.

### Conclusion

I highly believe this article will be very helpful to teachers and learners of English as Foreign Language (EFL). The content is very rich and contains a lot of material which can increase the learners' knowledge at different levels. Therefore, I recommend this content to be used and practiced in English lessons by speakers of other languages since the expressions therein are really what the learners need in order to develop their speaking proficiency as far as conversational interactions are concerned. I more especially recommend this content to Lecturers of the "Conversation Course" at Colleges of Education (Instituts Supérieurs Pédagogiques), and to English Language Learning Centers. These language teaching professionals can easily make use of this content in order to enhance their learners' speaking expertise and help their interactional proficiency grow.

### References

- [1]. Austin, J.L. (1962). *How to Do Things with Words. The William James Lectures delivered at Harvard University in 1955*. OUP, London.
- [2]. Cook, W.J. (1981). *Using Authentic Material in the Classroom*. MET Vol9 N°2
- [3]. Fotini Anastassiou and Georgia Andreou (2020). *English as a Foreign Language: Perspectives on Teaching, Multilingualism and Interculturalism*. Cambridge Scholars Publishing
- [4]. Harmer J (2005). *The Practice of Language Teaching*. Longman Group UK ltd
- [5]. Kerry, Patterson et.al. (2002). *Crucial Conversations. Tools for Talking when Stakes are High*. The New York Times Best-Sellers
- [6]. Littlewood William (1981). *Communicative Language Teaching*. Cambridge University Press
- [7]. Prabhu, N.S (1987). *Second Language Pedagog*. Oxford University Press
- [8]. Revel Jane (1979). *Teaching Techniques for Communicative English*. Macmillan Press
- [9]. Widdowson, H.G. (1979). *Teaching Language as Communication*. Oxford University Press.
- [10]. David Brazil (1997). *The Communicative Value of Intonation in English*. Cambridge University Press
- [11]. Russell, Bertrand (1914). *On the nature of acquaintance, part II*. The Monist 24.161-187.
- [12]. Russell, Bertrand (1992). *Knowledge by acquaintance and knowledge by description. Collected Papers of Bertrand Russell, vol. 6*, ed. by John G. Slater and Bernd Frohmann, 148-161. London: Allen and Unwin. (Original in Proceedings of the Aristotelian Society 11.108-128.)

### Author's profile



**Prof. William Nzitubundi Sendihe** is a PhD Holder; Doctor of Education Degree in Applied Linguistics, from Atlantic International University (AIU), Honolulu, Hawaii, USA, 2015. He works as a teacher and researcher, currently with the title of Associate Professor at Institut Supérieur Pédagogique de Goma/ ISP Goma (which is translated as Goma College of Education). He teaches in the English Department. Besides teaching at ISP Goma, he also teaches as a Visiting Professor (Part-time) in a number of other colleges and universities in the country (DRC).