

Ways of saying 'No' in English

- I can't right now, but maybe later. *This mean perhaps in the future.*
- Unfortunately, I've had a few things come up. *This means something unexpected has happened.*
- I'm trying to focus on finishing off some other things. *This is another way of saying you have some unfinished business.*
- I'm sorry I can't. *This simply says it's impossible for you.*
- I can't at that time, but I'm happy to help you with something else later. *This is very polite. You say no but offer you help for other things.*
- Sorry but that isn't my strong suit. *This is another way of saying you won't be good at that.*
- I'm sure you will do fine on your own. *This is a polite way of telling someone to do it themselves.*
- I'm afraid I'm committed to something else. *Say this if you have other plans.*
- I really don't enjoy that kind of activity. *This communicates this is not something that interests you.*
- I'm sorry, but I have an emergency to attend to. *This highlights you have something urgent you must do.*

Source: www.englishtown.com

Prepositions corner

A good manager should.....

- 1) Respond **to** employees' concerns.
- 2) Deal **with** problems effectively.
- 3) Believe **in** the potential of his or her team.
- 4) Delegate **to** others when appropriate.
- 5) Communicate **with** colleagues clearly.
- 6) Report **on** progress regularly.
- 7) Listen **to** the suggestions of staff.
- 8) Invest **in** training opportunities for employees.
- 9) Provide support **to** any member of staff who is struggling.

Quote of the month

'If you want to kill any idea in the world, get a committee working on in.'

Charles Kettering

Phrasal verbs with 'put'

Put through (To connect someone on the telephone, to make someone experience something difficult.)

Put off (To postpone something.)

Put up with (To tolerate a difficult situation.)

Put in (To contribute something, to invest.)

Put aside (To save something, to ignore differences, to reserve something for a customer.)

Put away (To tidy, to save, to send somebody to jail!)

Put out (To extinguish the fire.)

Modal verb review

Strength ↑

Rules

Can't, Mustn't, Have to, Must

Example: You mustn't smoke.

Example: You have to stop at red lights.

Internal obligation

Must

Your own sense of obligation

Example: I must phone my dad.

External obligation

Have to

An obligation from someone else

Example: In Britain you have to buy a TV licence.

Advice

Should Ought to

Example: I should stop eating so much chocolate!