

Mime cards (Worksheet 1)

Photocopy and cut up the cards below and sort out the pack so that the ones that will be easiest / most interesting for your class are at the top of the pile.

Pleased to meet you.	I swear. / I promise.	I don't feel well. / I (am/feel) sick/ill.	He is dead.
It's too loud.	Sorry.	Waiter! The bill, please.	I'm pregnant.
You've lost weight.	I won! / I'm the winner!	You can't smoke. / No smoking.	Please sit down. / Take a seat.
Excuse me!	Excuse me, can I get past? / can I get through?	I'm 65 (years old).	(I'm / I feel) sad.
I'm hungry.	That was delicious.	Thank you.	Please eat.
After you.	This way.	Sign here (please).	You're very strong.
I'm cold.	I'm hot.	You're late.	I'm disappointed.
Can I take a photo of you?	I love you.	I'm sleeping.	Goodbye.
(At/It's) 7 o'clock.	Would you like a cup of tea?	I'm getting married.	Let's talk.

Mime cards (Worksheet 1, continued)

Be quiet.	so-so	money	I forgot (about it).
six	Zero	two	good
It's great / wonderful.	Bad	I don't know.	It's straight ahead.
stop	Slow down. / Calm down.	please	no
Come here.	You can't. / It's not allowed. / No entry.	I'm proud.	I / me
you	Yes, sir.	I'm thinking (about it).	He's/she's) mad/ crazy.
a little	Close	up	down
behind	Go away!	10, 9, 8, 7, 6, 5, 4, 3, 2, 1	yes

Key to mimes (Worksheet 2)

The following key gives some suggestions for physical gestures that go with functional language in Britain. These might vary from country to country.

Pleased to meet you.	In Britain maybe shaking hands, in other cultures hugs, bows or kisses.
so-so	In Britain, this would be an open hand, palm down, twisted from side to side.
money	In many countries this is shown by a gesture that pretends you are rubbing a note between your thumb and two fingers.
six	In Britain, this would be shown by holding both hands up with five fingers on one hand and the first finger on the other. In Japan, the first finger of the second hand must be put in front of the other hand. There are many other cultural variations.
zero	In Britain, this is usually shown by making a circle from the thumb and first finger, like okay (see below). This is an offensive gesture in some cultures, e.g. Turkey.
two	Most cultures show this by holding up the first two fingers. In Britain, you must be sure to turn your palm towards the person you are speaking to (like a peace sign) as the other way round is an offensive gesture.
good	Thumbs up. Again, this is offensive in some countries (e.g. Turkey).
bad	Thumbs down. In Japan this means go to hell.
I don't know.	In Europe, shrugging your shoulders, with palms turned up.
stop	Holding an open palm towards the person you are talking to. In Greece, this is the worst gesture you can make.
please	Maybe palms together as if praying, or even getting on your knees!
Come here.	In Britain the waving fingers are held up, so that the fingers flick over your shoulder. In Thailand this would mean go away. This changes a lot country to country.
dead	Maybe cutting across your neck. In Japan this means you are fired from your job.
I	In Britain people point towards their chest. In Japan it is more usual to point to your nose.
you	In Britain, mothers always teach that it is rude to point at all, but using an open hand rather than a finger is usually considered more polite.
mad	Tapping the side of the head or making a circular gesture with your finger.
delicious	Licking or smacking your lips, or making an Italian kissing your fingers gesture.
10, 9, 8	Some cultures count by putting their fingers up (e.g. UK) and others by folding their fingers down. Very confusing!
yes	A nod.

Response matching cards (Worksheet 3)

Response prompts	Response cards		
1. Thank you for picking up the kids after school.	You're welcome.	Not at all.	It was no problem.
2. You seem to be sitting on my newspaper!	Oh, I'm sorry.	I am terribly sorry. Is it okay?	I do apologize. I'll buy you another one.
3. Could I borrow your dictionary?	I'm sorry but I'm using it myself right now.	Of course, go ahead.	I'm afraid I haven't brought it with me today.
4. Would you like to come out for a drink later?	I'd love to but I'm a bit busy this week. Sorry.	Hmm. Today's a bit tricky. Can we make it tomorrow?	Good idea. Where shall we meet?
5. I've photocopied last lesson's notes for you. Here you are.	Oh, you shouldn't have!	That's very kind of you. I'll do the same for you some time!	That's really useful. Thank you so much.
6. Would you like a cup of coffee?	Yes please. That would be lovely.	Thanks for the offer, but I just had one 10 minutes ago.	Oh yes, I'd love one if it's not too much trouble.
7. John, have you met Margaret?	No, I don't think so. How do you do?	Of course, last summer. How are things?	No, I believe this is the first time. Pleased to meet you.
8. So, why don't we get together to study for the test at 3 o'clock?	Hmm, I'm a bit busy then. How about 7:30?	Okay. Let's meet in the library.	Good idea. See you then.

Response matching cards (Worksheet 3, continued)

Response prompts	Response cards		
9. I think we should move all the desks into the corner.	I agree.	Are you sure that's a good idea?	You could be right.
10. Hello. Chou Cream English School. Jane speaking. How can I help you?	Hello. This is Juan speaking. I got a message that I should phone you.	Can I speak to Mr Sedgwick please?	Oh, I'm sorry. I dialled the wrong number. Sorry to trouble you.
11. I'm sorry but I really have to go. My dinner will be ready soon.	Okay. Have a good weekend.	Okay. Bye.	Take care. See you next week.

Functions analysis (Worksheet 4)

Thanking	Thanks.
Apologizing	Sorry.
Requesting	I would like (to)... / Can I (have)...?
Granting requests	Of course you can. / Here you are.
Refusing requests	I'm sorry, that's not allowed here.
Inviting	Do you want to (come)...?
Accepting invitations	I'd love to!
Turning down invitations	I'd love to, but...
Offering (help)	Can I help? / Do you want me to...?
Accepting help	Yes, please.
Refusing help	That's okay, I think I can manage.

Functions analysis (Worksheet 4, continued)

Introducing people	(Bob), this is (Barbara).
Meeting for the first time	Nice to meet you.
Making arrangements	Let's make it (12 o'clock).
Saying goodbye	Ciao.
Agreeing	You're right.
Disagreeing	(Sorry, but) I don't agree.

Functions analysis and needs analysis questions (Worksheet 5)

Functions analysis

1. Look at Worksheet 4. Do you know any other ways of saying the same thing in English? Add them to Worksheet 4.
2. Are there any differences between the various examples in each category in Worksheet 4?

Needs analysis

1. Which of the phrases in Worksheet 4 do you require more practise using? (in the present or future, spoken or written, in your work, travels or free time), e.g. telephoning, meeting new people?
2. Who do you usually communicate with in English? (E.g. a boss from another country, customers, shop assistant.)
3. Do you usually use formal, neutral or informal English?

Functions analysis key (Worksheet 6)

Thanking: Thanks. / Thank you so much. / That's very kind of you. / You shouldn't have!

Apologising: Sorry. / I am terribly sorry. / I do apologize. / I'm afraid... / I'm sorry but...

Requesting: I would like (to)... / Can I (have)...? / Could I...? / Can I speak to...? / Can we (make it)...?

Granting requests: Of course you can. / Here you are. / Go ahead.

Refusing requests: I'm sorry, that's not allowed here. / I'm sorry but... / I'm afraid...

Inviting: Do you want to (come)...? / Would you like to (come out)...?

Accepting invitations: I'd love to!

Turning down invitations: I'd love to, but...

Offering (help): Can I help? / Do you want me to...? / Would you like (me to)...?

Accepting help: Yes please. / That would be lovely.

Refusing help: That's okay, I think I can manage. / Thanks for the offer, but...

Introducing people: (Bob), this is (Barbara). / (John) have you met (Margaret)?

Meeting for the first time: Nice to meet you. / Pleased to meet you. / How do you do?

Making arrangements: Let's make it (12 o'clock). / Why don't we...? / How about...?

Saying goodbye: Ciao. / Bye. / See you. / Take care. / See you (next week). / Have a good (weekend / week / holiday).

Agreeing: You're right. / I agree. /

Disagreeing: (Sorry, but) I don't agree. / You could be right, but... / Are you sure (that's a good idea)?