

Polite expression

Frequent use

Excuse me,... . Pardon me,... .

bump into someone, get someone's attention,
interrupt someone, and ask for information:

Ex: Excuse me, could you tell me the way to the cafe?
Excuse me, is anyone sitting here?

In American English “Pardon me” and “Excuse me”
for apologies:

Ex: Excuse me / Pardon me, I didn't see you there.

In British English you say: Pardon? Sorry?

In American English you say: Pardon me? Excuse me?

not hear or understand and want them to repeat it:

Ex: Pardon, could you say that again?

Sorry,..... . apologize for something small:

Ex: Sorry, I'm late.

**I'm sorry... . when you made a mistake, or for any
inconvenience:**

Ex: I'm sorry, but do you think you could move your car?

Please,

In British English, it introduces or ends a request or
ask somebody to do something:

Ex: Please could I have the menu?
Could I have the menu, please?
Move this table for me, please.

Thank You.

say “Thank you” or “Yes “ when you want to
accept something:

Ex: How about another cup of coffee?

Thank you. / Thanks. / Yes, please.

You say “No, thank you.” “No, thanks” When you
want to refuse:

Ex: Would you like some more cake?

No, thank you. / No, thanks.

respond to thank you:

You're welcome. - basic

My pleasure. - happy to do it

Don't mention it. - informal

Cheers.

used in informal British English to mean “Thank you”:

Ex: Here's that \$5 I owe you. Oh, cheers.

Bless you.

used after someone sneezes.

Quiz Time:

1. You also say “Cheers” when you lift a glass of alcohol
before drinking it, to hope that people you are drinking
with will..... .
2. The “Magic word” of Polite Expression is