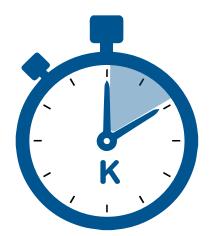
Business Audio Lessons



10 minutes of English Break



EATING OUT

Warmer

While we are dining, we must consider a number of factors: from our manners and etiquette to the topics of conversation. Although there are very few differences between a formal and informal dining experience, we must be aware of the context, the conversation, how we carry ourselves and the type of place. One of the main differences between a formal and informal dinner will often be the type of restaurant. A business meeting is very unlikely to take place in a fast food restaurant, although they can often take place in coffee shops.

THE CONDITIONAL VERSUS THE PRESENT SIMPLE

In British English, it is very common when asking for, or requesting, something to use the conditional "I would like...." or "Would you be able to?" rather than using the present simple "I want..." or "Can you...?" It is perceived as more polite and formal. In American English, however, "I want" and "I would like" mean the same thing, although "I want" portrays a stronger wanting for the object."Want" is direct and simple. Use this when you are definite and stating a fact. However, be aware that being direct may also sound rude and selfish. "Would like" is suitable for requests and wishes. It is indirect and polite because it expresses something imagined (subjunctive), not something factual and direct.

MAKING A PHONE CONVERSATION

OTHER SPEAKER	STUDENT
» Hello, Good How may I help you?	» Hello, I would like to make a reservation for
» Good, the(name of restaurant)	Hello, I would like to make a reservation for a party/ group of for
Yes, certainly. What time would you like?	» I would like to make the reservation for
» Of course. What time may I make you reservation?	» At if possible,
» Ok, that's perfect.	» Well then, could I make
	the booking for
» I'm afraid we have no availability at this time.	» Could I call you back to confirm? I just need to speak with my guests.
We have, or	
» I'm sorry, but the only times we have available	» I'm afraid we have the
are	starting at That won't suit, thanks for your help. Bye.



EATING OUT

AUDIO

ROLE-PLAY

Student:	Excuse me. Could I have the check please?	
Speaker:	Yes, certainly, Sir/ Madam. I will bring it straight	
	away	
Student:	Thank you.	
Speaker:	Here you go, Sir/ Madam. I hope everything was	
	satisfactory?	
Student:	Yes, everything was great. Everyone has thoroughly enjoyed themselves. Thank you very much.	
Speaker:	I'm glad.	
Student:	The service has been excellent.	
Speaker:	Thank you. We try our best. Will you be staying here or would you like me to see if we have a table in our bar?	
Churdenste		
Student:	That's an excellent idea. Why don't you check and come back to us?	
Speaker:	I have a quiet table beside the fireplace for you.	
Student:	Oh lovely.	
Speaker:	Here is your change, Sir/ Madam.	
Student:	Don't worry, that's for you.	
Speaker:	Thank you very much, that is very generous. When you are ready, give me a shout and I will take you through to the bar.	
Student:	I think we are ready to go now.	
Speaker:	Would you like me to carry your drinks?	
Student:	No, don't worry. We are more than capable.	
Speaker:	It's really no trouble.	
Student:	No, it's fine.	
Speaker:	Ok then, follow me to your table. Here we are.	
	Have a nice evening.	

Student: Thank you very much.



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NOTES