



Get started in French

Catrine Carpenter

Advisory editor
Paul Coggle

Revised by
Bruno Paul



For UK order enquiries: please contact Bookpoint Ltd, 130 Milton Park, Abingdon, Oxon OX14 4SB. Telephone: +44 (0) 1235 827720. Fax: +44 (0) 1235 400454. Lines are open 09.00–17.00, Monday to Saturday, with a 24-hour message answering service. Details about our titles and how to order are available at www.teachyourself.co.uk

For USA order enquiries: please contact McGraw-Hill Customer Services, PO Box 545, Blacklick, OH 43004-0545, USA. Telephone: 1-800-722-4726. Fax: 1-614-755-5645.

For Canada order enquiries: please contact McGraw-Hill Ryerson Ltd, 300 Water St, Whitby, Ontario L1N 9B6, Canada. Telephone: 905 430 5000. Fax: 905 430 5020.

Long renowned as the authoritative source for self-guided learning – with more than 50 million copies sold worldwide – the *teach yourself* series includes over 500 titles in the fields of languages, crafts, hobbies, business, computing and education.

British Library Cataloguing in Publication Data: a catalogue record for this title is available from the British Library.

Library of Congress Catalog Card Number: on file.

First published in UK 1992 by Hodder Education, part of Hachette Livre UK, 338 Euston Road, London, NW1 3BH.

First published in US 1992 by The McGraw-Hill Companies, Inc.

This edition published 2012.

Previously published as Teach Yourself Beginner's French

The *Teach Yourself* name is a registered trade mark of Hodder Headline.

Copyright © 1992, 2003, 2008, 2010, 2012 Catrine Carpenter

In UK: All rights reserved. Apart from any permitted use under UK copyright law, no part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, or any information, storage and retrieval system, without permission in writing from the publisher or under licence from the Copyright Licensing Agency Limited. Further details of such licences (for reprographic reproduction) may be obtained from the Copyright Licensing Agency Limited, of Saffron House, 6–10 Kirby Street, London EC1N 8TS.

In US: All rights reserved. Except as permitted under the United States Copyright Act of 1976, no part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written permission of the publisher.

Typeset by Integra Software Services Pvt. Ltd., Pondicherry, India.

Illustrated by Barking Dog Art, Sally Elford, Peter Lubach.

Printed in China for Hodder Education, an Hachette Livre UK Company, 338 Euston Road, London NW1 3BH.

The publisher has used its best endeavours to ensure that the URLs for external websites referred to in this book are correct and active at the time of going to press. However, the publisher and the author have no responsibility for the websites and can make no guarantee that a site will remain live or that the content will remain relevant, decent or appropriate.

Hachette Livre UK's policy is to use papers that are natural, renewable and recyclable products and made from wood grown in sustainable forests. The logging and manufacturing processes are expected to conform to the environmental regulations of the country of origin.

Impression number 10 9 8 7 6 5 4 3 2 1
Year 2014 2013 2012



Contents

<i>Meet the author</i>	vi
<i>How to use this book</i>	vii
<i>Learn to learn</i>	x
<i>Pronunciation guide</i>	xiv
<i>Useful expressions</i>	xvii
1 Bonjour Hello	
Simple questions • Refusing politely in French • How to be courteous • When to use tu ; when to use vous	2
2 C'est combien? How much is it?	
<i>A, an • The: le, la, l', les • Some, any • One/a/an • How much is it? • Numbers up to ten</i>	10
3 Je m'appelle ... et vous? My name is ... what's yours?	
Regular verbs ending in -er • Two important verbs: <i>to have, to be</i> • The negative form • Numbers 11–20 • Adjectives: their agreement • Capital letters • Saying how old you are	18
Review 1	28
4 Vous habitez où? Where do you live?	
How to ask simple questions • <i>Is it ...? Is that ...?</i> • <i>Is there ...? Are there ...?</i> • Other questions • <i>My, your, his</i> • Numbers 20–70	30
5 Quelle heure est-il? What time is it?	
Days of the week • Months of the year • Numbers 70–90 • Saying what you want/want to do • Three different ways to ask a question • Questions starting with <i>what</i> • Verbs ending in -ir and -re • Giving the date • Telling the time • <i>To do/to make</i> • <i>To take</i>	40

6	Pour aller à ...? <i>The way to ...?</i> Asking the way and giving directions • <i>To go, to leave</i> • Understanding directions • When to use à ; when to use en • When à is followed by le, la, l', les • Locating the exact spot • Numbers 90 upwards • <i>First, second, third</i>	52
7	C'est comment? <i>What is it like?</i> Colours • <i>This, that, these, those</i> • Saying precisely what you want • How adjectives work • Making comparisons • Saying <i>better</i>	64
	Review 2	74
8	Vous aimez le sport? <i>Do you like sport?</i> Asking and saying what you do as a hobby • Likes and dislikes • More negatives • When to use savoir ; when to use connaître : <i>to know</i> • What's the weather like?	76
9	Qu'est-ce qu'il faut faire? <i>What should I do?</i> Asking for assistance • Two very useful verbs: <i>to be able, to want</i> • Giving and understanding instructions	86
10	À l'avenir <i>In the future</i> Name of the seasons • Saying what you usually do using some reflexive verbs • Saying what you need • Stating your intentions • The pronoun y : <i>there</i> • Using capital letters • When to use visiter (<i>to visit</i>) • Two useful verbs: sortir <i>to go out</i> and venir <i>to come</i>	96
	Review 3	108
11	Les courses <i>Shopping</i> Shops in France • Food shopping • At the market • Shopping for other things • In a clothes shop	112
12	Se reposer, dormir <i>Resting, sleeping</i> Choice of hotels • Looking for a hotel • In the hotel • Complaining • The French alphabet • Booking online • Sending an email	122

13	Bien manger, bien boire <i>Eating and drinking well</i> Eating out • Ordering a snack • At the restaurant	132
14	Les transports publics <i>Public transport</i> Getting round Paris • Taking a taxi • Travelling by bus • French railways • At the information office	142
15	Faire du tourisme <i>Sightseeing</i> Planning a visit • At the Tourist Office • Museums • Going on an excursion	152
16	Sortir <i>Going out</i> Where to go • Booking a ticket • Booking a tennis court	162
17	L'argent <i>Money</i> Coins and banknotes in euros • Getting small change • Changing money • An error in the bill	172
18	Savoir faire face <i>Troubleshooting</i> Chemists in France • Medical treatment • At the doctor's • At the police station	180
	<i>Answer key</i>	190
	<i>French–English vocabulary</i>	209
	<i>Credits</i>	222

The Discovery method – Learn to learn!









There are lots of philosophies and approaches to language learning, some practical, some quite unconventional, and far too many to list here. Perhaps you know of a few, or even have some techniques of your own. In this book we have incorporated the **Discovery method** of learning, a sort of DIY approach to language learning. What this means is that you will be encouraged throughout the course to engage your mind and figure out the language for yourself, through identifying patterns, understanding grammar concepts, noticing words that are similar to English, and more. This method promotes *language awareness*, a critical skill in acquiring a new language. As a result of your own efforts, you will be able to better retain what you have learned, use it with confidence, and, even better, apply those same skills to *continuing* to learn the language (or, indeed, another one) on your own after you've finished this book.

Everyone can succeed in learning a language – the key is to *know how to learn* it. Learning is more than just reading or memorizing grammar and vocabulary. It's about being an *active* learner, learning in real contexts, and, most importantly, *using* what you've learned in different situations. Simply put, if you **figure something out for yourself**, you're more likely to understand it. And when you use what you've learned, you're more likely to remember it.

And because many of the essential but (let's admit it!) dull details, such as grammar rules, are introduced through the **Discovery method**, you'll have more fun while learning. Soon, the language will start to make sense and you'll be relying on your own intuition to construct original sentences *independently*, not just listening and repeating.

Enjoy yourself!

To make your learning easier and more efficient, a system of icons indicates the actions you should take:

- | | |
|---|--|
|  Play the audio track |  Write and make notes |
|  Figure something out for yourself |  Reading passage |
|  Culture tip |  Speak French out loud (even if you're alone) |
|  Exercises coming up! |  Check your French ability (no cheating) |

How to use this book ix

Learn to learn

Be a successful language learner

1 MAKE A HABIT OUT OF LEARNING

Study a little every day, between 20 and 30 minutes if possible, rather than two to three hours in one session. **Give yourself short-term goals**, e.g. work out how long you'll spend on a particular unit and work within the time limit. This will help you to **create a study habit**, much in the same way you would a sport or music. You will need to concentrate, so try to **create an environment conducive to learning** which is calm and quiet and free from distractions. As you study, do not worry about your mistakes or the things you can't remember or understand. Languages settle differently in our brains, but gradually the language will become clearer as your brain starts to make new connections. Just **give yourself enough time** and you will succeed.

2 EXPAND YOUR LANGUAGE CONTACT

As part of your study habit try to take other opportunities to **expose yourself to the language**. As well as using this book you could try listening to radio and television or reading articles and blogs. Perhaps you could find information in French about a personal passion or hobby or even a news story that interests you. In time you'll find that your vocabulary and language recognition deepen and you'll become used to a range of writing and speaking styles.

3 VOCABULARY

- ▶ To organize your study of vocabulary, group new words under:
 - a** generic categories, e.g. *food, furniture*.
 - b** situations in which they occur, e.g. under *restaurant* you can write *waiter, table, menu, bill*.
 - c** functions, e.g. greetings, parting, thanks, apologizing.
- ▶ Say the words out loud as you read them.
- ▶ Write the words over and over again. Remember that if you want to keep lists on your smartphone or tablet you can usually switch the keyboard language to make sure you are able to include all accents and special characters.

x

- ▶ Listen to the audio several times.
- ▶ Cover up the English side of the vocabulary list and see if you remember the meaning of the word.
- ▶ Associate the words with similar sounding words in English, e.g. **parler** (*to speak*) with *parlour*, a room where people chat.
- ▶ Create flash cards, drawings and mind maps.
- ▶ Write words for objects around your house and stick them to objects.
- ▶ Pay attention to patterns in words, e.g. adding **bon** or **bonne** to the start of a word usually indicates a greeting, **bonjour**, **bonsoir**, **bonne nuit**.
- ▶ **Experiment with words.** Use the words that you learn in new contexts and find out if they are correct. For example, you learn in Unit 5 that **passer** means *go* in the context of time, e.g. **le week-end passe trop vite** (*the week-end goes too quickly*). Experiment with **passer** in new contexts, e.g. **les vacances (the holidays) passent trop vite; la semaine (the week) passe...** Check the new phrases either in this book, a dictionary or with French speakers.

4 GRAMMAR

- ▶ To organize the study of grammar write your own grammar glossary and add new information and examples as you go along.
- ▶ **Experiment with grammar rules.** Sit back and reflect on the rules you learn. See how they compare with your own language or other languages you may already speak. Try to find out some rules on your own and be ready to spot the exceptions. By doing this you'll remember the rules better and get a feel for the language.
- ▶ Try to find examples of grammar in conversations or other articles.
- ▶ Keep a 'pattern bank' that organizes examples that can be listed under the structures you've learned.
- ▶ Use old vocabulary to practise new grammar structures.
- ▶ When you learn a new verb form, write the conjugation of several different verbs you know that follow the same pattern.

5 PRONUNCIATION

- ▶ When organizing the study of pronunciation keep a section of your notebook for pronunciation rules and practise those that trouble you.
- ▶ Repeat all of the conversations, line by line. Listen to yourself and try to mimic what you hear.
- ▶ Record yourself and compare yourself to a native speaker.
- ▶ Make a list of words that give you trouble and practise them.

- ▶ Study individual sounds, then full words.
- ▶ Don't forget, it's not just about pronouncing letters and words correctly, but using the right intonation. So, when practising words and sentences, mimic the rising and falling intonation of native speakers.

6 LISTENING AND READING

The conversations in this book include questions to help guide you in your understanding. But you can go further by following some of these tips.

- ▶ **Imagine the situation.** When listening to or reading the conversations, try to imagine where the scene is taking place and who the main characters are. Let your experience of the world help you guess the meaning of the conversation, e.g. if a conversation takes place in a snack bar you can predict the kind of vocabulary that will be used.
- ▶ **Concentrate on the main part.** When watching a foreign film you usually get the meaning of the whole story from a few individual shots. Understanding a foreign conversation or article is similar. Concentrate on the main parts to get the message and don't worry about individual words.
- ▶ **Guess the key words; if you cannot, ask or look them up.** When there are key words you don't understand, try to guess what they mean from the context. If you're listening to a French speaker and cannot get the gist of a whole passage because of one word or phrase, try to repeat that word with a questioning tone; the speaker will probably paraphrase it, giving you the chance to understand it. If for example you wanted to find out the meaning of the word **voyager** (*to travel*) you would ask **Que veut dire voyager?**

7 SPEAKING

Rehearse in French. As all language teachers will assure you, the successful learners are those students who overcome their inhibitions and get into situations where they must speak, write and listen to the language. Here are some useful tips to help you practise speaking French:

- ▶ Hold a conversation with yourself, using the conversations of the units as models and the structures you have learnt previously.
- ▶ After you have conducted a transaction with a salesperson, clerk or waiter in your own language, pretend that you have to do it in French, e.g. *buying groceries, ordering food, drinks* and so on.
- ▶ Look at objects around you and try to name them in French.
- ▶ Look at people around you and try to describe them in detail.
- ▶ Try to answer all of the questions in the book out loud.

- ▶ Say the dialogues out loud then try to replace sentences with ones that are true for you.
- ▶ Try to role-play different situations in the book.

8 LEARN FROM YOUR ERRORS

- ▶ Don't let errors interfere with getting your message across. Making errors is part of any normal learning process, but some people get so worried that they won't say anything unless they are sure it is correct. This leads to a vicious circle as the less they say, the less practice they get and the more mistakes they make.
- ▶ Note the seriousness of errors. Many errors are not serious as they do not affect the meaning; for example if you use the wrong article (**le** for **la**), wrong pronouns (**je l'achète** for **je les achète**) or wrong adjective ending (**blanc** for **blanche**). So concentrate on getting your message across and learn from your mistakes.

9 LEARN TO COPE WITH UNCERTAINTY

- ▶ **Don't over-use your dictionary.** When reading a text in the foreign language, don't be tempted to look up every word you don't know. Underline the words you do not understand and read the passage several times, concentrating on trying to get the gist of the passage. If after the third time there are still words which prevent you from getting the general meaning of the passage, look them up in the dictionary.
- ▶ **Don't panic if you don't understand.** If at some point you feel you don't understand what you are told, don't panic or give up listening. Either try and guess what is being said and keep following the conversation or, if you cannot, isolate the expression or words you haven't understood and have them explained to you. The speaker might paraphrase them and the conversation will carry on.
- ▶ **Keep talking.** The best way to improve your fluency in the foreign language is to talk every time you have the opportunity to do so: keep the conversations flowing and don't worry about the mistakes. If you get stuck for a particular word, don't let the conversation stop; paraphrase or replace the unknown word with one you do know, even if you have to simplify what you want to say. As a last resort use the word from your own language and pronounce it in the foreign accent.

Pronunciation guide



1 HOW TO SOUND FRENCH



00.01

Here are a few rules that will help you to sound French right from the beginning:

- 1 In French, unlike in most English words, it is the last part of the word that bears a heavy stress:
res-tau-**rant**, o-**range**, ca-**fé**, té-lé-**phone**
- 2 French words that are spelt like English words are almost always pronounced differently:
pardon, important, parking, sandwich, ticket
- 3 In general, consonants at the end of a word such as **d g p s t x z**, and the letter **h**, are silent.
vous anglais nuit dames messieurs hôtel

2 FRENCH SOUNDS

00.02

Here is the list of the **French vowels** with a rough English equivalent sound. You'll see that an accent on an **e** or an **o** changes the way the letter is pronounced.

Letter	Rough English sound	French example
a â	cat	madame
e	1 above 2 best (before two consonants or x) 3 may (before z, r)	le ne merci parlez
é	may	café
è ê	pair	père fête
i î y	police	merci dîner typique
o	dot	olive
u	a sound not found in English – first say oo , but then keeping the lips in that position try saying ee	une du
ai	as è ê above	lait s'il vous plaît

xiv



Bonjour

Hello

In this unit you will learn how to:

- ▶ say 'hello' and 'goodbye'.
- ▶ exchange greetings.
- ▶ observe basic courtesies.
- ▶ ask people to speak more slowly.

CEFR: (A1) Can establish social contact using basic greetings, leave-taking and giving thanks expressions; can respond to suggestions and apologies; can ask how people are.



Vous parlez français?

How much **français** (*French*) do you suppose you already know? Some 1,700 words are identical in **anglais** (*English*) and in French, though their pronunciation may be **différente** (different).

Many everyday words of French origin, like *petite*, *normal*, *village*, or *patience*, expressions such as *en masse* or *rendez-vous*, and song lyrics like *Frère Jacques* may already be part of your English vocabulary, so you're off to a good start.

Consider the expression RSVP. In written French, the letters SVP stand for **s'il vous plaît** (*if you please*) and are common shorthand in letters and text messages.



What do you think the letter 'r' in RSVP stands for?

- a retourner (return)
- b répondez (respond)



Vocabulary builder



01.01 Look at the vocabulary and expressions and complete the missing English translations. Then listen to the words and repeat.

SALUTATIONS GREETINGS

bonjour	<i>good morning/afternoon, hello</i>
bonsoir (<i>after 5.00 p.m.</i>)	<i>good evening</i>
bonne nuit (<i>when going to bed</i>)	_____
au revoir	_____
bonjour, Madame	<i>good morning, Madam</i>
bonjour, Mademoiselle	<i>good morning, Miss</i>
bonsoir, Monsieur	<i>good evening, Sir</i>
au revoir, Messieurs-dames	<i>goodbye, ladies and gentlemen</i>

NEW EXPRESSIONS

oui, merci	_____ <i>thank you</i>
merci beaucoup	_____ <i>very much</i>
s'il vous plaît	_____
d'accord	<i>OK</i>
pardon	<i>sorry (to apologize), excuse me (to interrupt)</i>
Comment ça va? ça va (<i>informal</i>)	<i>How are things? fine</i>
Comment vas-tu?	<i>How are you?</i>
Comment allez-vous? (<i>formal</i>)	<i>How are you?</i>
Je vais bien et toi?	<i>I am well – how about you?</i>
(Très) bien merci.	<i>(Very) well, thank you.</i>
Et vous? (<i>formal</i>)	_____
moi aussi	<i>me too</i>
Vous parlez anglais?	<i>Do you speak English?</i>
je regrette	<i>I'm sorry, no/I'm afraid I don't</i>
parlez plus lentement	<i>speak more slowly</i>

When you see a linking mark '_' between two words, sound the last letter of the first word as though it were attached to the next word: **comment_allez-vous?**
Can you find another example of linking in the expressions above?

Conversations

SAYING HELLO



1 **01.02** Listen to the conversations between people meeting friends and acquaintances. Then answer the questions.

a When Does Roger see Nathalie, in the afternoon or in the evening?
How can you tell?

Jane	Bonjour, Messieurs-dames.
Michel	Bonjour, Mademoiselle.
Jane	Bonjour, Monsieur.
Roger	Bonsoir, Madame.
Nathalie	Bonsoir, Monsieur.
Roger	Comment ça va, Jane?
Jane	Très bien, et toi?
Roger	Moi aussi, ça va bien.
Rosine	Comment vas-tu?
Jane	Je vais très bien Rosine, et toi?
Mme Dubois	Comment allez-vous, Monsieur Dubosse?
M. Dubosse	Très bien merci, et vous?
Mme Dubois	Très bien.

- b Which greeting does Jane use to address a group of people?
c What does Rosine say to ask *How are you?*
d What about Madame Dubois?

SAYING GOODBYE

01.03

Michel	Au revoir, Madame et ... merci beaucoup.
Nathalie	Au revoir, Monsieur.



2 Now listen to the conversations again one sentence at a time and repeat, trying to imitate the pronunciation of the speakers.

WHEN THINGS GET DIFFICULT...

3 **01.04** Jane and Nathalie are speaking to a garçon, where do you think they are?

Jane Pardon, Monsieur, vous parlez_anglais?
Garçon Ah, non, je regrette...
Garçon Bonjour, Madame. Qu'est-ce que vous désirez?
Nathalie Parlez plus lentement, s'il vous plaît.
Garçon D'accord... Qu'est-ce que vous désirez?

4 Now put this jumbled dialogue in order, starting with 1.

- _____ a Bien merci. Et vous?
- _____ b Bonjour. Comment ça va?
- _____ c Moi aussi, ça va.
- _____ 1 d Bonjour, Mr Dubosse.

Qu'est-ce que vous désirez? (lit.) *What do you wish?* but used in a café it means *Can I help you?*

5 Complete the dialogues with the words and expressions you have learned in this unit.

Pardon, Madame, vous _____ anglais?
Ah non, je _____.

Je vais _____, et toi?
Oui, _____ aussi, ça va très bien.

Pardon, Monsieur?
Oui, Madame. _____ vous désirez?

Language discovery

SIMPLE QUESTIONS



Read the following sentence out loud: **Ça va bien**. How can you turn this sentence into a question without adding anything to it or changing the word order?

In French the simplest way of asking something is to raise your voice on the last syllable (part of a word):

Vous parlez_anglais? Pardon? Ça va bien?



Now practise saying **pardon?** (to have something repeated) and **pardon** (to apologize or attract someone's attention).

REFUSING POLITELY IN FRENCH

If you want to refuse something in France, you can say **non merci** or **merci** on its own.

HOW TO BE COURTEOUS

It's polite in French to say **Monsieur, Madame, Mademoiselle** when you initiate a conversation with someone, particularly after short phrases like **oui, non, bonjour** or **merci**.

WHEN TO USE TU AND WHEN TO USE VOUS

The equivalent of *you* in French can be either **tu** (informal) or **vous**. French people use **tu** when speaking to children, teenagers, relations and close friends. They use **vous** in work and business situations or when speaking to senior or old people. **Vous** is also used to address a group of people to whom one might say **tu** individually. The best advice is to say **vous** until you are addressed as **tu** or asked to use the **tu** form: **on se tutoie?** *shall we call each other tu?*

For each of the following situations, decide if the French would use tu or vous?

When speaking to....	tu	vous
a a younger brother/sister	✓	
b a group of 10 year olds		
c one's closest friend		
d a store clerk		
e an elderly neighbour		

Practice

1 A person at the bus stop asks you a question that you do not hear properly. What do you say? Choose a, b or c.

- a s'il vous plaît c pardon?
b non merci

2 How would you say *hello* or *good night* in the following situations? Remember to add **Monsieur, Madame, Mademoiselle**. Write your answer underneath each picture.



(a) _____



(b) _____



(c) _____



(d) _____



(e) _____



(f) _____

3 You're arriving late at a hotel one evening; greet the person behind the reception desk by choosing the right phrase in the box below.

Au revoir, Madame

Bonsoir, Monsieur

Pardon?

Bonjour, Messieurs-dames

4 You are staying the night with some friends. It's late and you decide to go to bed. You say:

Au revoir

Comment ça va?

Bonne nuit

5 You meet up with a French-speaking colleague. How do you ask: *How are you?*

C_____ a v_?

The answer is *Very well, thank you*. What is it in French?

T___ b_____ i.

6 Use the clues to complete the grid. When you've finished, the vertical word will be what you say if you step on someone's foot!

a												
b												
c												
d												
e												
f												

- a The French translation for *please*.
- b Your answer to a friend who asks how you are.
- c *Goodbye*.
- d Calling the waitress's attention.
- e Greeting someone after 5 p.m.
- f Refusing politely.

7 Choose the appropriate word or group of words.

- | | | |
|---|--|---|
| a | How would you greet several people? | 1 Bonjour Madame.
2 Au revoir.
3 Bonjour Messieurs-dames. |
| b | How would you refuse politely? | 1 D'accord.
2 Non merci.
3 Pardon. |
| c | To ask someone if s/he speaks English you say: | 1 Parlez plus lentement.
2 Au revoir Messieurs-dames.
3 Vous parlez_anglais?. |
| d | To wish someone good night you say: | 1 Bonjour.
2 Bonsoir.
3 Bonne nuit. |
| e | To express agreement with another person, you say: | 1 Je regrette.
2 D'accord.
3 Très bien merci. |

Test yourself

1 Complete the expressions with the correct word.

a bonne **nuit/soir**

b ça va **bon/bien**

c comment **allez-/vas** vous?

d merci **beaucoup/très bien**.

2 Put the words in order to make questions.

a bien / je / toi ? / vais / et

b vous / qu'est-ce / désirez ? / que

c allez / Monsieur ? / -vous, / comment

SELF CHECK

I CAN...

- ... say hello and goodbye.
- ... exchange greetings.
- ... accept and refuse politely.
- ... ask someone to speak more slowly.