

Tenth English

Language Functions (The use of Polite Forms)

Passing the examination is not the sole aim of language learning but using language in everyday life. Dialoguing is the only way which will equip the learners with language. Since language is the dress of thought, learners have to collaborate with others.

Communication Skills యుగంలో భావ వ్యక్తీకరణకు భాషను చక్కగా వాడటం, ఎదుటివారిని వాక్యాతుర్యంతో ఆకర్షించడం అనేది అదనపు విద్యార్హత! ఇప్పుడంతా Online లో ఇంటర్వ్యూ చేస్తున్నారు. చక్కటి వాక్యాతుర్యంతో మెప్పించి మంచి ఉద్యోగాన్ని పొందగలగడం నేటి యువత ముందున్న సమస్య. Spoken English లో భాగంగా Polite Forms పై పదోతరగతిలో ఆరు ప్రశ్నలడుగుతారు. వాటి గురించి ఇప్పుడు తెలుసుకుందాం.

Attracting One's Attention:

అపరిచిత వ్యక్తులు సరిగ్గా స్పందించాలంటే వారిని మనం ప్రసన్నం చేసుకోవాలి. వారి దృష్టిని ఆకర్షించడానికి ఇలా ప్రారంభించాలి ...

A: Excuse me సంభాషణ ప్రారంభించడానికి ఇది ఓ ఊతపదం.

B: Yes, please?

Introducing Oneself:

కొత్తవారితో మనల్ని మనం పరిచయం చేసుకోవడం ఇలా...

A: Good morning friends! I'm Karthik. I've just joined in the class.

B: Glad to meet you. I'm Abhinav. Welcome to our class. How do you do?

Introducing Others:

మీ friend ను మీ cousin కు పరిచయం చేయాలి. అదెలాగో చూడండి.

You: Hello! Padma Sri, meet, this is my friend Harshini. I don't think you've met.

Padma Sri: Nice meeting you. (OR) Glad to meet you.

- ★ సందర్భాన్ని బట్టి ఎలా మాట్లాడాలో/ రాయాలో కింది Table లో చూడండి.

Call	Response
Hello!	Hello!
Good morning / evening	Very morning / ... evening
Excuse me....	Yes, please?
How do you do?	How do you do?
How are you?	Fine, thank you, and you?
Glad to see you	So am I.
Congratulations Well done Keep it up	Thank you
Thanks / thank you	You're welcome
I'm very sorry Pardon me, please	It's allright
Good bye!	Bye!

Making Requests:

ఇతరులను ఎలా అభ్యర్థించాలో కింది Situations, దాని కింద ఇచ్చిన Answers ను పరిశీలించండి.

- ★ Suppose you are in a new place. You want to catch a train to Mumbai. How would you ask for the fair at the Enquiry counter? Observe the answer.

⇒ Excuse me, could you please tell me how much is the first class fare to Mumbai?

Some more examples for other situations:

- ★ Would you mind making room for me?
- ★ I shall be grateful if you could help me lift the trunk.
- ★ I hope you don't mind my asking, I'd like to know when the Toophan Express leaves to Kolkata.
- ★ I wonder if you could show me the way to the Ramoji Film City.
- ★ Would you please tell me where the Public Library is.

Asking for permission:

Let's look at some of the common expressions used for seeking permission. "May" and "Can" are considered formal and more polite in seeking permission.

e.g.: May I use your bicycle? (Formal)

Can I go home early? (Less Formal)

The following expressions are arranged in order of politeness and formality. Study them.

1. I'd like to leave early. (I'd = I would)
2. Is it alright if I leave early?
3. Would it be alright if I left early?
4. Would you mind if I left early?
5. I wonder if I could leave early.
6. Am I permitted to leave early?
7. I should be obliged if I could be permitted to leave early.

Note: The 5th one is the most polite; the 6th and 7th are normally used in formal writing.

Giving Advice / Suggestions

మనం ఇతరులకు, ఇతరులు మనకు అప్పుడప్పుడు సలహాలు / సూచనలు ఇస్తూ ఉండటం పరిపాటి.

(We can give advice or suggest something to someone in different ways.)

e.g.: Suppose your neighbour is a heavy smoker. How would certain persons advice?
Study the following:

- ★ His elder son → Why don't you see a doctor?
- ★ The doctor → You'd better stop smoking.
(You'd = You had)
- ★ His wife → You should give up smoking and take medicines regularly.
- ★ His friend → If I were you, I would stop smoking.

మరికొన్ని examples చూడండి:

- ★ If I were you, I wouldn't bite nails.
- ★ You ought to do yoga regularly.
- ★ You'd better go for jogging in the morning.
- ★ It's better if you could stop worrying.

Offering Things:

కొత్తవారితో, అప్పుడే పరిచయమైన వారితో, మనకంటే పెద్దవాళ్లు, మనం బాగా మర్యాద చూపాలను కున్న వారికి టీ / కాఫీ ... ఇలా offer చేయాలి:

- ★ Shall I get / make some tea for you?
- ★ Would you like to have some coffee?
- ★ Would you have a cup of tea?
- ★ What do you like to have, tea or coffee, please?

Expressing Gratitude:

నిత్యజీవితంలో ఏదో ఒక సందర్భంలో ఎవరెవరో మనకు సహాయం చేస్తూంటారు. అలాంటప్పుడు వాళ్లకు ఎలా కృతజ్ఞతలు తెలియజేయాలో చూడండి:

(The expression 'Thank you' is the most common way of telling someone we are grateful to. Look at a few other ways of expressing gratitude. They are arranged in order of formality.)

1. Thanks! Thanks a lot.
2. Thank you very much.
3. I'm really thankful / grateful to you.
4. I don't know how to thank you.
5. Thanks for the very kind of you.

Invitations:

Functions, Picnics, Parties, ఇంకా ఇలాంటి కార్యక్రమాలకు పరిచయస్తులను/ దగ్గరివారిని ఇలా ఆహ్వానించాలి...

- ★ Would you like to join us for a picnic?
- ★ Why don't you give us the pleasure of your company?
- ★ How about joining us for a morning walk?

Apologising:

అనుకోకుండా మనం ఎవరినైనా నొప్పిస్తే క్షమించమని ఇలా అడగవచ్చు ...

- ★ Excuse me / Pardon me / I'm terribly sorry / I beg your pardon / Please accept my apologies. (Formal)
- ★ I hope you'll forgive me. (In writing only)

Accepting Apologies:

ఇతరులు మనకు sorry చెప్పినప్పుడు ఇలా అనాలి..

Please, don't worry. / That's alright.

It doesn't matter. / Forget it, etc.

Congratulating (అభినందించడం):

The following are some of the common expressions of congratulating people on certain occasions.

- ★ Many happy returns of the day. (On marriage day, birthday, etc.,)
- ★ Congratulations on the distinction conferred on you. (On auspicious days such as appointment, election, etc.,)
- ★ Hearty congratulations on your success in the examination. (On getting through an exam)
- ★ Best wishes for a safe and pleasant journey. (On going on a journey)

Consoling:

దుఃఖంలో ఉన్న వారిని ఊరడించడానికి వివిధ సందర్భాల్లో ఇలా మాట్లాడాలి..

- ★ Please, accept my condolences.
(On the death of persons near / dear to some one.)
- ★ I really can't express my grief...
(On happening something bad to some one.)
- ★ I can't find words to express my concern on...
(On certain loss done to someone.)

Agreeing Requests

ఇతరుల అభ్యర్థనలను ఆమోదించడానికి ఇలా అనాలి...

e.g.: 1. Would you please lend me a hundred rupees?

⇒ OK. By all means.../ With pleasure... here it's, have it.

2. Would you mind opening the window?

⇒ Why not, certainly (or) Sure, with pleasure!

Denying Requests:

ఇతరుల అభ్యర్థనలను ఆమోదించలేనప్పుడు ...

- ★ Would you please lend me your English Dictionary for a day or two.

⇒ I'm sorry. I've to use it for my own homework.

- ★ Would you mind my using your umbrella?

⇒ I'm really sorry to say that it's out of use.

ఇచ్చిన Statement కు సరైన Polite Form ఏది అనేది కింది Table లో ఇచ్చారు నేర్చుకోండి.

Suggestive Answer Questions

Statement	Polite Form
Would / Could you please	Making a request
It's better if you could.... Why don't you / If I were you }	Giving Advice
I'd like to become...	Telling future intention
It's going to rain, etc.	Telling future / Predicting
I'm (so... and so...)	Introducing oneself
Meet this is (so... and so...)	Introducing others
OK By all means...	Agreeing to a request
I'm extremely sorry...	Denying request
Can I leave early?	Seeking permission
Shall I do it for you?	Making an offer
Thanks for the very kind of you	Expressing gratitude
How about going for a walk?	Giving suggestion

Model Questions

Exercise: 1

Match the following:

[A]

[B]

- | | | |
|-------------------------------------|-----|--------------|
| 1. It's very kind of you.. | () | a) Order |
| 2. How do you do? | () | b) Request |
| 3. Why don't you see a dentist? | () | c) Gratitude |
| 4. Would you mind opening the door? | () | d) Greeting |
| 5. Type these letters immediately | () | e) Advice |

Exercise: 2

★ What would you say to your friend/ cousin/ uncle, etc. When he / she

- has sent a gift on your birthday?
- has introduced his / her friend to you?
- is going to take an exam?
- has been suffering from fever?
- has lost his / her grandfather?

ANSWERS

Ex(1): 1-c; 2-d; 3-e; 4-b; 5-a.

Ex(2): 1. Thanks a lot

2. Glad to meet you / Nice meeting you.

3. Wish you all the best.

4. Wish you an early recovery.

5. Please accept my condolences.

Writer: D. Narayana