

ÉCOLE DE LA FONCTION PUBLIQUE DU CANADA CANADA SCHOOL OF PUBLIC SERVICE



INDEX

INDEX

```
a/an B1, U2
accepting offers of help B6, U55
acknowledging an opinion B7, U66
adjectives
     descriptive RP, U4; RP, U8
     possessive B1, U4
     to describe people B3, U29
adverbs of degree B8, U76
adverbs of frequency B3, U30
adverbs of manner B3, U35
advising B5, U50
agreeing B7, U66
agreeing on the time B6, U60
announcing a client's arrival B5, U47
answering the telephone B3, U27
any B2, U22
apologizing B4, U41
appreciate RP, U3
asking
     about completion of tasks B8, U76
     about cost and quantity B5, U46
     about future plans B2, U23
     about habits and routines B3, U30
     about hypothetical situations B7, U61
     about intentions B4, U44
     about leisure activities B2, U18
     about meaning and translation B3, U28
     about occupations B1, U2; B1, U9
     about the past B6, U56
     about past activities B2, U19
     about pronunciation and spelling B3, U28
     about satisfaction B7, U62
     about skills B7, U67
     about the weather B2, U24
     for addresses B1, U10
     for an appointment B3, U36
     for a description of people B3, U29
     for a description of things B4, U38
     for directions B3, U33
     for information B6, U54
     for instructions B5, U49
     for an opinion B7, U66
     for personal data B3, U31
     how to spell name B1, U5
     if there is any B2, U22
     if someone is free B2, U17
     permission B4, U39
     someone for something B2, U22
     someone to do something B1, U14
```

to meet with someone B6, U60 what people are doing B2, U17 where places are B2, U25 where someone or something is B6, U58 where someone lives B1, U9 where things are B1, U7 which one B2, U16 who someone works for B1, U9 whose it is B2, U21

assuring B4, U37

be B1, U2 (be) able to B3, U35 (be) supposed to B6, U58 both B6, U59 business greetings RP, U7

can B1, U14; B3, U35; B4, U39; B4, U43; B5, U45; B6, U57; B6, U58; B6, U60; RP, U3; RP, U7 cardinal numbers B1, U8; B1, U10 checking information B4, U43 checking where things are B1, U7 comparatives B4, U40 comparing B4, U40; RP, U4 complaining B8, U74 completing tasks B8, U76 conditional sentences B4, U44; B7, U61; B8, U73; B8, U75 connectors RP, U5 contrast of simple past and past continuous B4, U42 contrast of simple present and present continuous B3, U32 cost B5, U46 could B1, U14; B3, U35; B4, U39; B4, U43; B5, U45; B6, U56; B6, U60; B8, U69; RP, U3; RP, U7 could be B6, U57 could have B8, U72 countable nouns B2, U22

dates B2, U20
days of the week B2, U20
declining offers of help B6, U55
delaying giving information RP, U7
demonstrative pronouns B1, U3
demonstrative adjectives B2, U16
describing past activities B2, U19
describing people B3, U29; RP, U4
describing things at work RP, U8
describing your workplace RP, U6
direct objects B4, U37; B5, U45
directions B3, U33
directing phone calls B3, U27
disagreeing B7, U66; B8, U69

either <u>B7, U66</u> encouraging <u>B8, U71</u> explaining how to get somewhere <u>B6, U53</u>

expressing concerns B8, U71 expressing disagreement B8, U69 expressing dissatisfaction B7, U62 expressing frustration B8, U74 expressing indecision B8, U71 expressing an opinion RP, U9 expressing possession B1, U4 expressing possibility B6, U57 expressing preferences B8, U70 expressing probability B6, U57 expressing regret B8, U75 expressing satisfaction B7, U62 expressing sympathy B5, U50 expressing wishes B8, U73 expressions of frequency B3, U30 expressions of quantity B5, U46

finding the owner B2, U21
for B5, U48
frequency B3, U30
future B2, U23
future time expressions B2, U23
future time clauses B4, U37
future plans B2, U23
future (will) B4, U37
future (going to) B2, U23

gerunds B2, U18; B5, U45; B7, U67; B8, U76 getting the caller's name B3, U27 getting to know someone B1, U9 giving addresses B1, U10 giving assurance B4, U37 giving descriptions B3, U29 giving directions B3, U33; B6, U53 giving feedback B8, U72 giving information RP, U7 giving instructions B5, U49; RP, U5 giving the location B2, U25 giving no opinion B7, U66 giving permission B4, U39 giving personal data B3, U31 giving reasons B4, U39; B6, U58 giving warnings B5, U49 going to B2, U23 greeting clients B5, U47 greeting someone B5, U51

had better RP, U7
had to B6, U56
handling complaints B8, U74
have B1, U4
have got to B6, U57; B6, U60; RP, U3
have to B4, U39; B6, U58; B6, U60; RP, U3; RP, U7

3

hope <u>B8, U73</u> how much <u>B5, U46</u> how many <u>B5, U46</u> hypothetical situations <u>B7, U61</u>

identifying yourself B3, U27 if <u>B4, U44</u>; <u>RP, U5</u> imperative mood B1, U14; RP, U5 indirect objects B4, U37; B5, U45 indirect questions B6, U54; B6, U58 infinitives B2, U18; B7, U68 informing RP, U7 instead B8, U69 instructing RP, U5 intensifiers B2, U24; B4, U40; B6, U59 intentions B4, U44 interests B8, U70 introducing people B1, U11; B5, U51 introducing yourself B1, U1 inquiring B6, U54 inviting B7, U65

leaving a message <u>B4, U43</u> leave-taking <u>B5, U51</u> leisure activities B2, U18

making complaints B8, U74
making inquiries B6, U54
making polite requests B5, U45
making requests RP, U3
making small talk RP, U1
making suggestions B8, U69
may B4, U39; B6, U57
might B6, U57; B8, U69; RP, U7
might have B8, U72
mind B5, U45
modals B1, U14; B3, U35; B4, U39

modals <u>B1, U14; B3, U35; B4, U39; B4, U43; B5, U45; B5, U50; B6, U56; B6, U57; B6, U58; B6, U60; B8, U69; B8, U72; B8, U75; RP, U3; RP, U7</u>

B8, U75; RP, U3; RP, months B2, U20

must be B6, U57

need to <u>B6, U58; B6, U60; RP, U3; RP, U7</u>

neither...nor <u>B6, U59</u>

neither <u>B7, U66</u>

object pronouns <u>B1, U14</u>
occupations <u>B1, U2; B1, U9</u>
offering advice <u>B5, U50</u>
offering encouragement <u>B8, U71</u>
offering good wishes <u>B4, U41</u>
offering help <u>B6, U55</u>
offering sympathy <u>B4, U41</u>
offering to take a message B4, U43

one/ones <u>B2, U16</u>
ought to <u>B5, U50</u>; <u>B6, U60</u>
openers for asking about hypothetical situations <u>B7, U61</u>
opening an inquiry <u>B6, U54</u>
ordinal numbers <u>B2, U20</u>
other ways of describing <u>RP, U8</u>

past continuous B4, U42 past simple B2, U19; B3, U34; B7, U64 past simple and present perfect B5, U52 past time clauses and connectors B4, U42 past time expressions B2, U19 plural of nouns B1, U2 polite requests B5, U45 possessive adjectives B1, U4 possessive forms of nouns B1, U4 possessive pronouns B1, U4; B2, U21 preferences B8, U70 prepositions of place B1, U7; B2, U25 present continuous B2, U17; B3, U32 present perfect B5, U48; B7, U64 present perfect continuous B5, U48 present simple B1, U9; B1, U13; B2, U18; B3, U30; B3, U35

quantity B5, U46

referring people B7, U63
regrets B8, U75
relaying a message B7, U68
requesting B5, U45; RP, U3
responding to introductions B1, U11
responding to an invitation B7, U65

say what occupation B1, U2 saying what is/are B1, U3 saying what people are doing B2, U17 saying what time it is B1, U12 saying what you like / don't like B8, U70 saying which one B2, U16 saying the alphabet B1, U5 saving days and dates B2, U20 saying hello and goodbye B1, U6 saying you're sorry B1, U6 saying you're free / not free B5, U47 saying you have an appointment B5, U47 saying you're not well B5, U50 saying something is finished / not finished B8, U76 saying thank you B1, U6 sending regards B5, U51 short answers B1, U7; B1, U9; B1, U13; B2, U17; B2, U19; B3, U34 should <u>B5, U50</u>; <u>B6, U60</u>; <u>B8, U69</u>; <u>RP, U3</u> should have B8, U72; B8, U75 since B5, U48

small talk B2, U26

so B7, U66

some B2, U22

special greetings B4, U41

speculating B6, U57

stating purpose of an appointment B5, U47

still B8, U71

suggesting a time B3, U36

superlatives B4, U40

talking about ability B3, U35

talking about days and dates B2, U20

talking about family relationships B1, U11

talking about future plans B2, U23

talking about habits and routines B3, U30

talking about hypothetical situations B7, U61

talking about intentions B4, U44

talking about ongoing situations B5, U48

talking about past events B3, U34

talking about recent past B5, U52

talking about similarities and differences B6, U59

talking about skills B7, U67

talking about temporary situations B3, U32

talking about where someone works and lives B1, U13

talking about the weather B2, U24

talking about yourself B1, U1

telling a client to go in B5, U47

telling what happened B4, U42

time expressions for past experience B7, U64

time expressions for temporary situations B3, U32

time expressions for recent past B5, U52

too B7, U66

transferring the call B3, U27

two-word verbs B5, U49

uncountable nouns <u>B2, U22</u> used to <u>B6, U56; B7, U64</u>

vocabulary for

addresses B1, U10

age, height, build B3, U29

cost and quantity B5, U46

directions B3, U33

describing the weather B2, U24

family and work relationships B1, U11

leisure activities B2. U18

office and classroom items B1, U3

occupations and professions B1, U2

parts of the body B5, U50

places B2, U25

time B1, U12

weather B2, U24

Interaction Canada — Essential Functions and Grammar — Index

what <u>B8, U71</u>

wh- questions <u>B1, U9; B3, U34; B6, U54; B6, U57</u>

will <u>B4, U37; B5, U45; RP, U3; RP, U7</u>

wish <u>B8, U73</u>; <u>B8, U75</u>

 $would \;\; \underline{\text{B1, U14; B4, U39; B4, U43; B5, U45; B6, U56; B6, U58; B6, U60; RP, U3; RP, U7}$

would have B8, U72

would like B6, U60; RP, U3

would rather B4, U39

yes-no questions $\underline{B6, U54}$ yet $\underline{B8, U71}$