



Everyday English phrases

What to say, grouped by the situation you are in
virtuousenglishacademy.com/reference/daily-english-phrases

Take one situation, not the whole sheet. Ten phrases you can say without thinking will carry a real encounter; a hundred you half-remember will not.

Say them out loud and at speed. These are chunks, stored and retrieved whole — that is how native speakers use them, and composing them word by word is what produces the pause that ends a conversation.

The key word beside each phrase is a word from our vocabulary lists, so you can look up the twenty or thirty other words that fit the same slot.

Meeting people and making small talk

SAY THIS	KEY WORD	WHAT THE KEY WORD MEANS
This is my friend Ana.	friend (A1)	A person you know well and like.
Let me introduce myself.	introduce (A2)	To tell people each other's names when they first meet.
How was your weekend?	weekend (A1)	Saturday and Sunday, when many people do not work.
Where do you work?	work (A1)	To do a job or activity to earn money or reach a goal.
I am a student here.	student (A1)	A person who is learning at a school or college.
She is my English teacher.	teacher (A1)	A person whose job is to help others learn.
Which city are you from?	city (A1)	A large and important town.
It was lovely to chat with you.	chat (A2)	To talk in a friendly, informal way.
Come and visit us any time.	visit (A2)	To go to see a person or place.
I would like to invite you to dinner.	invite (A2)	To ask someone to come to an event.
Shall we sit together?	together (A2)	With each other.

When you have not understood

SAY THIS	KEY WORD	WHAT THE KEY WORD MEANS
Can I ask you a question?	question (A1)	A sentence that asks for information.
Could you explain that again, please?	explain (A2)	To make something clear and easy to understand.
What does this word mean?	word (A1)	A single unit of language with meaning.
Could you write it down for me?	write (A1)	To make words or letters on paper or a screen.
Can you describe the man you saw?	describe (A2)	To say what someone or something is like.
How do you translate this word?	translate (A2)	To change words from one language into another.

SAY THIS	KEY WORD	WHAT THE KEY WORD MEANS
Please correct me if I am wrong.	correct (A2)	Right, without any mistakes.
Sorry, that was my mistake.	mistake (A2)	Something done wrong.
Let me check my dictionary.	dictionary (A1)	A book that lists words and explains their meanings.
I do not know the answer.	answer (A1)	A reply to a question.

Asking the way and giving it

SAY THIS	KEY WORD	WHAT THE KEY WORD MEANS
How do I get to the station?	station (A1)	A place where trains or buses stop for passengers.
Is there a chemist nearby?	nearby (A2)	Not far away.
Go straight on for two hundred metres.	straight (A2)	Going in one direction without turning.
Turn left after the bank.	left (A2)	The side of your body where your heart is.
The library is on your right.	right (A2)	The opposite side to the left.
The shop is on the corner of the street.	corner (A2)	The place where two streets or edges meet.
Turn left at the crossroads.	crossroads (A2)	A place where two roads cross each other.
Take the second exit at the roundabout.	roundabout (A2)	A circular place where several roads meet.
The café is opposite the cinema.	opposite (A2)	Facing something, or completely different from it.
Meet me at the main entrance.	entrance (A2)	The way into a place.
Is there any parking near here?	parking (A2)	A place or space where cars can be left.

Shopping and paying

SAY THIS	KEY WORD	WHAT THE KEY WORD MEANS
Could you tell me the price?	price (A2)	The amount of money you must pay for something.
Can I pay in cash?	cash (A2)	Money in the form of coins and notes.
Do you take credit cards?	credit (A2)	A way of buying now and paying later.
Could I have a receipt, please?	receipt (A2)	A piece of paper showing what you have paid for.
I would like a refund, please.	refund (A2)	Money given back when you return something.
Is there a discount on this?	discount (A2)	An amount taken off the normal price.
Is this the queue for the checkout?	queue (A2)	A line of people waiting for something.
That is a little too expensive for me.	expensive (A2)	Costing a lot of money.

SAY THIS	KEY WORD	WHAT THE KEY WORD MEANS
I cannot afford a new car this year.	afford (A2)	To have enough money to buy something.
What time does the shop close?	shop (A1)	A place where you buy things.

Eating out

SAY THIS	KEY WORD	WHAT THE KEY WORD MEANS
Could we see the menu, please?	menu (A2)	A list of the food and drinks you can order.
Are you ready to order your food?	order (A2)	To ask for food or drink in a restaurant.
I will have the soup as a starter.	starter (A2)	A small dish eaten at the beginning of a meal.
Do you have a vegetarian dish?	vegetarian (A2)	A person who does not eat meat or fish.
Could we have some water, please?	water (A1)	The clear liquid that people and animals need to live.
Shall we look at the dessert menu?	dessert (A2)	A sweet dish eaten at the end of a meal.
The pasta was absolutely delicious.	delicious (A2)	Having a very pleasant taste.
I am not very hungry tonight.	hungry (A2)	Wanting or needing to eat.
Could we have the bill, please?	bill (A2)	A piece of paper showing how much you must pay.
Shall we leave a tip?	tip (A2)	Extra money you give to thank someone for good service.

On the phone and in messages

SAY THIS	KEY WORD	WHAT THE KEY WORD MEANS
I will call you this evening.	call (A2)	To speak to someone using the telephone.
Can I leave a message?	message (A2)	A piece of written or spoken information sent to someone.
Please reply to my email soon.	reply (A2)	To answer someone.
I left you a voicemail this morning.	voicemail (A2)	A recorded message left on a phone.
I will send you a text.	text (A2)	A written message sent by phone.
What is your email address?	email (A2)	A message sent from one computer to another.
Sorry, the signal here is very weak.	signal (A2)	A sign, sound or action that gives information.
I cannot connect to the wifi.	connect (A2)	To join one thing to another.
I have forgotten my password.	password (A2)	A secret word or code used to enter an account.
Keep in contact with your old friends.	contact (A2)	To communicate with someone.

At work and in class

SAY THIS	KEY WORD	WHAT THE KEY WORD MEANS
Can we move the meeting to Thursday?	meeting (A2)	An event where people come together to talk about something.
What is the deadline for this?	deadline (A2)	The time by which something must be finished.
This is my colleague, Sam.	colleague (A2)	A person you work with.
I have an interview on Monday.	interview (A2)	A meeting where someone is asked questions for a job.
Have you finished your homework?	homework (A1)	Work a teacher gives you to do at home.
What time does the lesson start?	lesson (A1)	A period of time when you learn something.
The exam is next week.	exam (A1)	An important test of what you have learned.
My essay is due on Friday.	essay (A2)	A piece of writing about a particular subject.
Shall we take a break?	break (A2)	A short rest from work.
Could you help me with this?	help (A1)	To do something useful for someone.
I cannot concentrate in here.	concentrate (A2)	To give all your attention to something.

Making plans and arranging a time

SAY THIS	KEY WORD	WHAT THE KEY WORD MEANS
Are you free on Saturday?	free (A2)	Not busy; having no plans.
I am busy until six.	busy (A2)	Having a lot of things to do.
Shall we say seven this evening?	evening (A2)	The time at the end of the day before night.
Let us meet at quarter past two.	quarter (A2)	One of four equal parts, such as fifteen minutes.
I will be ready in five minutes.	ready (A2)	Prepared for what is going to happen.
Sorry, I am running late.	late (A2)	After the usual or expected time.
Shall we meet a little early?	early (A2)	Before the usual or expected time.
There is no hurry at all.	hurry (A2)	To do something quickly, or to move fast.
I suggest we leave early.	suggest (A2)	To offer an idea or plan for others to think about.
I will put it in my calendar.	calendar (A2)	A chart showing the days, weeks and months of a year.
I am afraid I have to cancel.	cancel (A2)	To decide that something planned will not happen.

Feeling ill, and at the chemist

SAY THIS	KEY WORD	WHAT THE KEY WORD MEANS
I have a headache.	headache (A2)	A pain in your head.
I have a sore throat.	sore (A2)	Painful when touched or used.
I think I have a fever.	fever (A2)	A body temperature that is higher than normal.
I have had this cough for a week.	cough (A2)	To push air out of your throat with a sudden noise.
I feel a little dizzy.	dizzy (A2)	Feeling that everything is turning around you.
I have a pain in my back.	pain (A2)	An unpleasant feeling in your body when you are hurt or ill.
Where is the nearest chemist?	chemist (A2)	A shop that sells medicines, or the person who works there.
I would like to make an appointment.	appointment (A2)	An arranged time to see someone, such as a doctor.
Do I take this medicine with food?	medicine (A2)	A substance you take to treat an illness.
You should rest for a few days.	rest (A2)	To stop activity in order to relax.
I hope you recover soon.	recover (A2)	To become well again after being ill.

Thanking, apologising and saying no

SAY THIS	KEY WORD	WHAT THE KEY WORD MEANS
I am very grateful for your help.	grateful (A2)	Feeling thankful for something.
Thank you for all your support.	support (A2)	To help someone, especially in a difficult time.
I want to apologise for yesterday.	apologise (A2)	To say sorry.
I agree with you completely.	agree (A2)	To have the same opinion as someone.
I am afraid I disagree.	disagree (A2)	To have a different opinion from someone.
I would like to complain about the noise.	complain (A2)	To say that you are unhappy about something.
I promise I will not be late.	promise (A2)	To say firmly that you will do something.
You can trust me.	trust (A2)	To believe that someone is good and honest.
I respect your decision.	respect (A2)	To admire someone and treat them well.
Cheers — that is very kind of you.	cheers (A2)	A word said before drinking together.