

## Career Development Vocabulary

### Apologising:

- I'm sorry
- I made a mistake
- Please accept my apologies
- I'm sorry, I didn't mean to . . .
- (I'm) sorry, I didn't realize that . . .



### Asking for Help:

- Could you . . . (for me) ?
- Would you please . . . ?
- Would you mind helping . . . ?
- Could you possibly . . . ?
- Do you have a minute?
- Can you spare a few minutes?
- Could you do me a favour?
- Could I ask you a favour?
- Can I ask you to . . . ?
- I need some help (if you have time)
- (If you're not busy) I could use your help



### Expressing Appreciation:

- Thanks
- Thank you
- I appreciate it
- Thanks for the tour
- Thank you for the nice gift
- I appreciate your hospitality
- I appreciate your lending me the mug



### **Explaining:**

- Can you explain . . .
- Can you tell me why . . .
- Why . . .
- What happened . . .
- Well, . . .
- Let me explain.
- Let me tell you why . . .
- Here's what happened:
- There's a (good) reason for this . . .
- The reason is . . .



### **Requesting Informal:**

- Please . . .
- Would you . . .
- Could you . . .
- Would you please . . .
- Could you possibly . . .
- Would you mind . . .
- Could you do me a favour?



### **Requesting Formal:**

- Could I ask you to . . .
- Would you mind if I asked you to . . .
- Would you be so kind as to . . .

