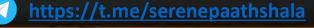# SPOKEN ENGLISH

Ask for information

➢ **Could you please?**

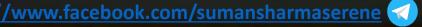**Could you please give me all the data you have?**

➤ **Would you mind?**

Would you mind informing me of the consequences?

➢ **I wonder if you could?**

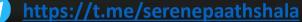I wonder if you could hand me the fact sheet on Covid?

➤ **What do you know about?**

What do you know about Anuj's background?

> ## **Do you have?**

Do you have any information on the Namami Gange project?

Ask for instructions

➢ **How do you?**

➢ **How do you operate this machine?**

➢ **What is the best way?**

What would you say is the best way to start this letter?

➢ **Can you show me?**

Can you please show me how to fill this form?

➢ **Do you know?**

➢ **Do you know anything about taxes?**

> **<u>Could you help me ?</u>**

Could you help me fill out my return?

➤ **How should I go about it?**

How should I go about asking for a raise?

➤ **Shall I ?**

Shall I speak to Rajdeep first?

Ask for questions

➢ **Would you like to ask?**

Would you like to ask anything?

➢ <u>**Do you have any query?**</u>

Do you have any query on my presentation?
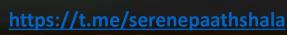
➢ **Is it clear?**

Is everything clear?

➤ **I'm ready to answer**

I'm ready to answer any question you might have.

➤ **Is there anything you'd like?**

Is there anything else you'd like me to explain?

THANKS