

GRANTING AND REFUSING PERMISSION

B2-C1 | Functional language for setting boundaries tactfully

1 Useful phrase patterns

Use these phrases to grant permission, set conditions, or refuse a request tactfully.

Certainly, feel free to ...

Certainly, feel free to use the room.

You are welcome to ...

You are welcome to attend the meeting.

I have no objection to ...

I have no objection to sharing it.

That would be fine, provided ...

That would be fine, provided you ask first.

I'm afraid that won't be possible.

I'm afraid that will not be possible today.

I'd prefer you not to ...

I'd prefer you not to change it yet.

We are unable to ...

We are unable to share that data.

I can allow that as long as ...

I can allow that as long as you return it.

2 Respond to the situations

Write one appropriate response for each request. Try to use a range of phrases.

1. A colleague asks to use an empty meeting room.

2. A client asks to join an online product demonstration.

3. A team member asks to share a draft with another department.

4. A colleague asks to work from home next Friday.

5. A customer asks for access to confidential staff records.

6. A team member wants to change an agreed process without approval.

7. A visitor asks to take photos in a restricted area.

8. A colleague asks to borrow company equipment for the weekend.

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B2-C1 | Suggested answers

3 Possible answers

These are examples only. Other accurate and suitable responses are also correct.

Encourage students to use a range of phrase patterns from page 1.

1. Certainly, feel free to use the meeting room this afternoon.

2. You are welcome to join the online product demonstration.

3. I have no objection to sharing the draft with that department.

4. That would be fine, provided you confirm your availability first.

5. I am afraid that will not be possible because the records are confidential.

6. I would prefer you not to change the process without approval.

7. We are unable to allow photographs in this restricted area.

8. I can allow that as long as the equipment is returned on Monday.
