

THANKING AND RESPONDING TO THANKS

A2-B1 | Functional language for thanking someone politely

1 Useful phrase patterns

Use these phrases to thank someone and respond warmly to thanks.

Thank you.

Thank you very much.

Thanks for ...

Thanks for your help.

That is very kind of you.

That is very kind of you.

I really appreciate it.

I really appreciate it.

You're welcome.

You are welcome.

No problem.

No problem at all.

My pleasure.

My pleasure.

Don't mention it.

Don't mention it.

2 Respond to the situations

Write one suitable response for each situation. Try to use a range of phrases.

1. Thank a classmate for lending you a pen.

2. Thank a friend for helping you move house.

3. Thank a colleague for explaining a task.

4. Thank someone for a birthday present.

5. Respond when someone thanks you for directions.

6. Respond when a colleague thanks you for checking an email.

7. Respond when a friend thanks you for a lift.

8. Respond when someone thanks you for waiting for them.

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A2-B1 | 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. Thank you for lending me your pen.

2. Thanks for helping me move house.

3. I really appreciate you explaining the task.

4. That is very kind of you. Thank you for the present.

5. You are welcome. I hope you find the place easily.

6. No problem. I was happy to check it.

7. My pleasure. I was going that way anyway.

8. Don't mention it. I didn't mind waiting.
