FUNCTIONAL LANGUAGE:	RESPONSES

- **NEUTRAL RESPONSES:**
  - **OK.**
  - **All right.**
  - **Fair enough.**

- **POSITIVE RESPONSES:**
  - **Good.**
  - **Fine.**
  - **Great.**

- **DISAPPOINTED RESPONSES:**
  - **Oh dear.**
  - **That's a pity.**
  - **What a shame!**

- **ENCOURAGING RESPONSES:**
  - **Of course.**
  - **Certainly.**

- **EXPRESSING SURPRISE:**
  - **Really?**
  - echo question…

- **GRANTING PERMISION:**
  - **Go ahead.**
  - **Please do**.

- **CONFIRMING:**
  - **That's right.**
  - **Absolutely.**
  - **Definitely.**
  - **Exactly.**

- **THANKING:**
  - **Thanks (for…)**
  - **Thank you very much (indeed).**

- **SHOWING UNDERSTANDING:**
  - **I see.**
  - **I've got that.**

- **GIVING BAD NEWS:**
  - **I'm afraid…**
  - **Well, actually…**
  - **I'm (awfully) sorry but…**

- **ASKING FOR CLARIFICATION:**
  - **Do you mean…?**
  - **Did you say…?**
  - **How do you spell it?**
  - **Could you spell that?**

- **ASKING FOR REPETITION:**
  - **(I beg your) pardon?**
  - **Sorry, what did you say?**
  - **Could you say that again?**
  - **I'm sorry, I didn´t catch that.**

- **LOOKING FORWARD:**

  - **I look forward to . . .**

  …seeing you /… meeting you /…hearing from you (again)