



Learn today's sentences.

## Grammar Focus

- How to Interrupt Politely
- Responding to Interruptions



## Key Expressions

- May I add something?
- Sorry for interrupting, may I raise my concern?



Give an opinion about the following statements.

- 1. How do you think we should deal with a noisy neighbor?
- 2. What do you think of vegetarians?
-

Listen to the teacher and repeat.



commercial



copyright-free








attractive



permission



interrupt

-  Version 1
-  Version 2
-  Version 3
-  Version 4
-  Version 5 (Finalized)

finalize



Aya and Mr. Yamada make their final decisions for the mobile app.

**Mr. Yamada:** Before I forget, we need to have the app launched by the end of this month, so I'd like to have the final layout submitted this week.

**Aya:** May I add something, Mr. Yamada?

**Mr. Yamada:** Yes, what is it?

**Aya:** I'm wondering if we could purchase some images rather than using copyright-free ones.

**Mr. Yamada:** What's your reason for that?

**Aya:** Commercial images are usually more attractive than these free ones.

**Mr. Yamada:** I see. You have my permission.

**Aya:** Alright then. I'll send you the final design by email this Friday.

**Mr. Yamada:** Terrific. I guess that's all for now.

**Jenny:** **Sorry for interrupting, may I raise my concern?** We will need more time to prepare for the launch. So is it possible for you to finalize the design tomorrow, Aya?

**Aya:** I think it's a bit challenging for me. But I will try my best!

**Jenny:** Thank you so much!



Learn how to interrupt politely.



## Interrupting Politely

Interrupting someone mid-sentence or suddenly joining in a conversation can be rude, but these expressions can help you interrupt politely.

### How to interrupt politely:

- **Sorry to interrupt, but...**
- **Sorry for interrupting, but...**
- **Sorry to butt in, but...**
- **Can I say something?**
- **Can I add something?**

More expressions:

### To Ask a Quick Question / Clarify

Can I just say something here?

Before you continue, I'd like to say something.

Sorry to interrupt, but I'd like to ask something.

### To Join a Conversation

Sorry for interrupting, but I need to have a word with Kate.

Sorry to butt in, but I have urgent news.



Learn how to respond to interruptions.



## Responding to Interruptions

### Allowing an Interruption

- Sure. What is it?
- No problem, go ahead.
- That's fine, what would you like to say?

### Declining an Interruption

- Sorry, I don't want to lose my train of thought.
- Would you mind if I finished what I was saying?
- Just a second. I'm not quite finished yet.

## CONTINUING

After someone has interrupted you, you can continue where you left off using expressions like:

- **As I was saying**, I think we should have our own cafeteria in the office.
- **Where was I? Oh right**, the CEO will be coming to inspect our work here next month, so be prepared for that.



Identify whether the interruptions are **polite** or **impolite**.

\_\_\_\_\_ 1. Sorry for interrupting, but I have to be elsewhere right now.

\_\_\_\_\_ 2. Be quiet. It's my turn to talk.

\_\_\_\_\_ 3. Listen to me first then I'll listen to your opinion.

\_\_\_\_\_ 4. Can I add something before you continue?

\_\_\_\_\_ 5. Before you move on, I'd like to talk a little further about ...

\_\_\_\_\_ 6. Hold up. What are you talking about?





Fill in the blanks with the expressions you have learned in this lesson.

- A:** Thanks for your help today. I couldn't have finished the job without you.

**B:** No problem. I'm glad I could help.

**C:** **(Interruption)** \_\_\_\_\_.

**B:** Sure. We're done here anyway.
- A:** We have received complaints from our customers that staffs don't offer help when they need it, and that's why ---

**B:** **(Interruption)** \_\_\_\_\_.

**A:** Would you please let me finish?
- A:** We have decided to focus our funds on school club activities for this month.

**B:** **(Interruption)** \_\_\_\_\_.

**A:** **(Allow an Interruption)** \_\_\_\_\_.



**Situation: Your manager interrupted your presentation to confirm something with you. Use the expressions you learned today. (Interruptions)**



Read what we learned today.

- **Word Focus**

- commercial      copyright-free      attractive
- permission      interrupt      finalize

- **Grammar Focus**

- - How to interrupt politely
  - Responding to interruptions

