

## Conversation Management Tools

### 1. Asking questions:

Excuse me. Could /can I ask you a (quick) question?

What does \_\_\_\_\_ mean?(問 key word)

What does this word /sentence mean?

How do you say “選舉” in English?

How do you spell it?

How do you pronounce this word?

How do you say your name again?

What's your name again?

### 2. Asking for clarification:

Sorry, I don't understand. Could you please say it again (repeat it)?

Excuse me. I don't understand the part about “reincarnation”?

Could you repeat it?

Sorry, my English is not good. Could you please repeat it?

Come again?

### 3. Confirmation:

So, you are saying that...

Are you saying that...

Ok. Let me paraphrase what you said to make sure I understand correctly....

Exactly/Precisely.

No, that's not what I meant. I was saying...

### 4. Interruption:

Can I break in here?

Excuse me for the interruption, but...

Can I say something here?

Sorry for interrupting, but...

### 5. Bring up an unpleasant subject:

There's something I think you should know...I'm pregnant.

I don't know how to tell you this, but...I'm leaving you.

I hate to tell you this, but...you've failed the course.