AE

AI English Teacher

EVERYDAY ENGLISH

Everyday English 12 Useful Conversations

Small conversations for real-life moments.
Read, speak and make the words your own.

12 dialogues + practical tasks + sample answers

Beginner self-study | Read, practise and review

Original lessons and exercises. First edition, October 2026.

Use a notebook or print the practice pages.

YOUR STARTING POINT

How to use this book

Twelve short conversations for everyday situations. Practise the language first, then change the details so the words become your own.

A simple 10-minute routine

1. Read. Read both parts once. Check the useful phrase and its meaning.

2. Speak. Read aloud as A, then as B. You can practise alone or with a partner.

3. Change. Replace names, places, times or items. Keep the sentence pattern.

4. Try. Complete the short task in your notebook or on the lines.

5. Review. Use the sample answers at the end. Other natural answers may also be correct.

Before you begin

Choose two situations you want to practise first. Write why they matter to you.

Learning note: examples use common English. Some words differ by region. This book does not include audio.

CONVERSATIONS 01-02

Read it. Say it. Make it yours.

01 / Meeting someone new

Introduce yourself and ask one friendly question.

A Hi, I am Maya. I am new here.

B Nice to meet you, Maya. I am Daniel.

A Nice to meet you too. Do you work here?

B Yes, I work in the office upstairs.

Useful phrase: Nice to meet you.
Use this when you meet someone for the first time.

Your turn: Write a two-line introduction using your own name.

02 / Ordering a drink

Ask politely for something you want.

A Could I have a small tea, please?

B Of course. Would you like milk?

A Yes, a little milk, please.

B Here you are.

Useful phrase: Could I have ... , please?
This is a polite way to request food or a drink.

Your turn: Ask for a glass of water.

CONVERSATIONS 03-04

Read it. Say it. Make it yours.

03 / Asking for directions

Find a place and check the instructions.

A Excuse me. Where is the library?

B Go straight ahead. It is next to the bank.

A Next to the bank. Is that on the left?

B Yes, on the left.

Useful phrase: Is that on the left?
Repeat a useful detail to check that you understood.

Your turn: Write a question asking where the station is.

04 / Checking a price

Ask about an item before you buy it.

A How much is this notebook?

B It is four dollars.

A Do you have a smaller one?

B Yes. This one is two dollars.

Useful phrase: How much is this ... ?
Use is for one item; use are for more than one.

Your turn: Ask the price of one pen.

CONVERSATIONS 05-06

Read it. Say it. Make it yours.

05 / Making a simple plan

Suggest a time and agree on a place.

A Are you free on Saturday?

B Yes, in the afternoon.

A Shall we meet at the cafe at three?

B That sounds good. See you there.

Useful phrase: Are you free on ... ?
Free means available in this conversation.

Your turn: Invite someone to meet on Sunday.

06 / Asking someone to repeat

Keep the conversation going when you miss a word.

A The class starts at quarter past nine.

B Sorry, could you say that again?

A At nine fifteen.

B Thank you. Nine fifteen. I understand now.

Useful phrase: Could you say that again?
You can ask for repetition without apologising more than once.

Your turn: Write a polite request for slower speech.

CONVERSATIONS 07-08

Read it. Say it. Make it yours.

07 / Buying a ticket

Ask for the right ticket and check a detail.

A One ticket to the city centre, please.

B Single or return?

A Single, please. Which platform do I need?

B Platform two.

Useful phrase: Single or return?
In British English, single means one way; return includes the journey back.

Your turn: Ask for one return ticket to the city centre.

08 / Talking about your routine

Explain a usual activity and ask about someone else.

A What time do you usually get up?

B At seven. Then I make breakfast.

A Do you work from home?

B Yes, three days a week.

Useful phrase: What time do you usually ... ?
Usually describes what happens on most days.

Your turn: Write one sentence about your morning.

CONVERSATIONS 09-10

Read it. Say it. Make it yours.

09 / Asking for help

Explain a small problem clearly.

A Could you help me with this form?

B Sure. Which part is difficult?

A I do not understand this question.

B It is asking for your address.

Useful phrase: Could you help me with ... ?
Name the task after with: this form, this word, or this exercise.

Your turn: Ask for help with an exercise.

10 / Saying you cannot come

Decline politely without a long explanation.

A Would you like to join us for lunch?

B Thank you, but I cannot come today.

A No problem. Maybe another time.

B Yes, I would like that.

Useful phrase: Thank you, but I cannot ...
A short, polite answer is enough. You may add a reason if you want.

Your turn: Decline an invitation to lunch today.

CONVERSATIONS 11-12

Read it. Say it. Make it yours.

11 / Explaining a problem with an order

Say what you ordered and what needs to change.

A Excuse me. I ordered soup, but this is a salad.

B I am sorry about that.

A Could I have the soup instead, please?

B Of course. I will change it.

Useful phrase: I ordered ... , but this is ...
State the problem calmly, then ask for the change.

Your turn: You ordered tea but received coffee. Write the problem.

12 / Ending a conversation

Finish in a friendly way.

A It was good to talk to you.

B You too. I need to go now.

A No problem. See you next week.

B See you. Take care.

Useful phrase: It was good to talk to you.
Use this when a conversation is ending.

Your turn: Write a friendly goodbye using next week.

SAMPLE ANSWERS

Check conversations 1-6

These are examples, not the only possible answers. Check that your sentence fits the task and communicates clearly.

1. Meeting someone new
Hi, I am Sara. I am new here. Nice to meet you.

2. Ordering a drink
Could I have a glass of water, please?

3. Asking for directions
Excuse me. Where is the station?

4. Checking a price
How much is this pen?

5. Making a simple plan
Are you free on Sunday? Shall we meet at the cafe?

6. Asking someone to repeat
Could you speak more slowly, please?

SAMPLE ANSWERS

Check conversations 7-12

These are examples, not the only possible answers. Check that your sentence fits the task and communicates clearly.

7. Buying a ticket
One return ticket to the city centre, please.

8. Talking about your routine
I usually get up at eight and make breakfast.

9. Asking for help
Could you help me with this exercise?

10. Saying you cannot come
Thank you, but I cannot join you for lunch today.

11. Explaining a problem with an order
I ordered tea, but this is coffee.

12. Ending a conversation
It was good to talk to you. See you next week.

Your next step

Choose one conversation. Cover the example and speak both parts from memory. Tomorrow, try again with a new name, time or place.