

# STANAG 6001

## Language functions

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### GIVING INFORMATION

#### Useful expressions

#### INFORMAL CONTEXT:

- **Guess what?** I've passed all my exams!
- **I've heard that** Greg is moving to London. Can you believe that?
- **Have you heard the news?**
- **I've just found out that** my favorite band is coming to town to give a concert!
- **You're not going to believe what happened!**
- **I've got something important to share with you.**
- **I just wanted to let you know that** I'm back at home – safe and sound!
- **I overheard** the boss talking about downsizing. (= to overhear - to hear without the speaker's intention)

#### FORMAL CONTEXT: (spoken and written)

- **I would like to point out...**
- **What is worth-mentioning is the fact that...**
- **You might also find it useful to know that...**
- **It has been brought to my attention that...**
- **I would like to inform you that...**
- **I wish to provide you with information on...**
- **I am pleased to inform you that...**
- **I wish to inform you of/ about** the latest developments related to EU/US relations.

#### Typical briefing expressions:

- **I'm here to brief you on** some of the ground rules for the mission.
- **I will (also) touch upon the issue of** social benefits.
- **Let me provide you with a brief overview of** the training schedule.

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### GIVING INFORMATION

#### Typical expressions in formal letters:

- **Further information may be found...**
- **In case of any questions**, please **feel free to contact us** via email at (e-mail address).
- **Should you need any additional detailed information about** the course, please visit our website.
- **Do not hesitate to contact me should you require further assistance.**
- **Please keep me informed regarding any further developments.**
- **Please notify us of any change of address.**

#### Sharing good or bad news:

- **I am pleased to inform you that...** (good news)
- **I regret to inform you...** (bad news)

#### Referring to specific news/ information:

- **As far as** the American military budget **is concerned**, it accounts for approximately 36% of global arms spending; **namely**, the United States spends more on their defense budget than China, Saudi Arabia, Russia, the United Kingdom, India, France, and Japan combined.
- **According to/ With reference to information received by** the police, the terrorists have left the country.
- **In terms of/ Regarding** the operational framework, NATO has tackled COVID-19 following the protocol defined for hybrid threats.
- I am writing to you **with regard to** your employee's behavior.
- **Needless to say**, I should have spent more time on the report. (giving information that is expected and not surprising, self-evident)

#### Phrasal verbs, idioms and expressions: (INFORMAL)

- **Please fill in** the committee on the details.  
(to fill in= to inform one on something, to provide someone with essential or newly acquired information)
- I just wanted to **let you know** that...
- **Keep me posted!** (= to update regularly)

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### APOLOGIZING

#### INFORMAL CONTEXT:

- **Sorry! My bad / My mistake.**
- **Sorry about that.** (for minor mistakes)
- **Sorry to bother you,** but there is someone waiting for you in your office.
- **I'm so sorry! I messed up.** (when you did something wrong)
- **I'm sorry, it won't happen again! Can I make it up to you?** (when we want to do something to compensate)

#### SEMI-FORMAL CONTEXT:

- **I'm sorry to** disturb you.
- **I'm sorry that** you have been troubled. I should have checked with your office first.
- **I'm so sorry! I didn't mean to** hurt you. Is there anything I can do to make it up to you?
- **I owe you an apology.**
- **I can't tell you how sorry I am about** this unfortunate incident.
- **Please forgive me for** not asking your permission before approving it.
- **I take full responsibility for** all the mistakes we have made.

#### FORMAL CONTEXT:

- **I sincerely apologize for** /all the inconvenience you have been caused / troubling you with this matter.
- **I would ask you to excuse** this misunderstanding on our part.
- **My most sincere apologies for** all the difficulties that have occurred in this matter.
- **Please accept my more sincere apologies on behalf of** the Committee for...

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### COMPARING AND CONTRASTING

#### More CONTRAST expressions:

- **Contrary to popular belief**, some regions of Spain can get really cold in winter months. (used to emphasize that something is true, even though it is opposite to what other people believe)
- The crime has not disappeared. **On the contrary**, it seems to have exacerbated. (when actually the opposite is true)
- **Unlike** other armies, Hungarian army consists of only ground and air forces; it has no navy as it is a landlocked country.
- Many believe that products that have the word 'fit' on a label are very healthy but, **conversely**, most of them contain a lot of artificial sweeteners. (used to introduce a statement which contrasts with a previous one)
- **On one hand** I love the idea of living in the countryside, but **on the other hand** I'm afraid I'm going to miss the city life. (used to introduce a statement that is followed by a contrasting one)

#### SIMILARITY expressions:

- **Both** the European Union **and** the United States agreed on the treaty. (used to emphasize the link between two things)
- The V2 was not an ordinary weapon: it could only be used against cities. **Likewise** the atom bomb. (used to compare two things and to say they are similar)
- Military units were deployed to regions with a high rate of curfew infringements. **Similarly**, 7,000 service members were deployed to reinforce the borders.
- He has a good ear for music, and **by the same token** he finds it easy to imitate different accents. (formal, in the same way, for the same reason)

#### Qualifying comparatives:

- **We've had far more** snow this year **than** last year.
- **That's way more expensive than** I expected. (=informal)
- It is a **slightly different** approach than the one I was used to.
- Living in a capital is **more expensive**, but salaries are **correspondingly higher**.