**Unit 4 Make an appointment; Ask for permission**

Practice 1: Making an Appointment

Receptionist: Thank you for phoning Maple Dental Clinic. Sylvia speaks/speaking/calls. How can I help you?

Thelma: Hi Sylvia. This be/It's/I am Thelma Woods calling. How are you today?

Receptionist: I'm fine Mrs. Woods. How are you?

Thelma: Well, actually, I have a bit of a sore tooth. I was hoping Dr. Morris would have some time to see me this week.

Receptionist: I'm afraid/scared/worried he's booked this week. I can put you in for 2pm next Tuesday. How does that sound?

Thelma: That would be great.

Receptionist: I'll have to give you the address of our new office.

Thelma: Oh, that's right, you moved.

Receptionist: Yes, we moved downtown. Do you have a pen handy/the handy pen/the available pen?

Thelma: Could you hold on a buzz/moment/time please. ...Okay, go ahead Sylvia.

Receptionist: Okay, we are at 723 Baltic Avenue. Suite 004.

Thelma: If you could/Please can you/Would you mind spelling that for me?

Receptionist: Sure. That's seven-twenty-three Baltic--B for Bear , A as in Alpha, L as in Lima, T as in tango, I as in India, and C as in Charlie. And it's suite zero four. Click for answer as in Bravo

Thelma: Okay great. I'll see you on Tuesday then.

Receptionist: Okay. Thanks for calling. See you then.

Thelma: Thanks. Bye.

Asking Permission

For many of us it is easier to beg forgiveness than to ask permission.

If you really want to do something, why risk being told ''no''? Why endure the hassle of trying to sell your point? Why listen to pessimists who say that what you want to do can't be done? Why take the time to see how your actions might impact others? On one side of the permission spectrum are people who feel their personal freedoms and potential are restricted by seeking permission. On the other side are the people who take ownership or responsibility for a person, object or situation. A power struggle may ensue. Employee versus employer. Student versus teacher. Child versus parent.The word permission comes from the Latin meaning ''to let go through.'' The term derives from a time when one needed written or verbal authorization from land owners or Caesar to act without being punished; for example permission to travel across someone's land or to transact business. Today civic permission continues with parking and building permits, as well as with legal contracts. Rebellion, with an employee, student or child, begins when someone thinks permission should not be asked for something considered a fundamental right. When I was in elementary school and junior high, I thought it was ridiculous that students had to ask permission to go to the bathroom or get a drink of water. What was next, asking permission to breathe? As the adults in charge of a child's environment we need to be careful of when we require permission. With excessive regulation we create distrust and defiance in relationships with children. Some people refer to this as being micromanaged. On the other hand, by not giving adequate guidelines for action we provide weak leadership, creating feelings of insecurity and disrespect that destroy trust in a relationship. Take time to consider activities children should be able to do without asking permission. Even a toddler needs a method to safely and independently get a drink of water, prepare a snack or play with certain toys. Asking permission should be required of the younger child in terms of safety issues and learning to be considerate of others. Asking to go out to play is a safety issue. Requesting to be excused from the table is about teaching manners. ''May I please'' goes a long way in learning to get your way within the family and the larger world. With the older child, permission requests should be based on safety and cultural requirements. For the child over the age of six years old, we would want to have spent the first six years of life developing a relationship of mutual respect and trust. Instead of asking permission, the older child's requests should be for adult assistance with an activity, learning something new or working through a

problem. Have a clear picture of what actions you would like or need your children to request permission. Ask if your requirements are based on safety and cultural needs. Be careful not to micromanage your children, while providing clear leadership. Oh, and give plenty of breathing room.

How to Ask Permission for Marriage

By Kathryn Hatter, e How Contributor | updated May 03, 2011

Before slipping the ring on her finger, ask permission from her parents. The tradition of seeking permission from a woman's father or parents before proposing may seem old-fashioned, but some men still decide to follow this antiquated route before getting down on one knee to propose. Asking permission for marriage may help create a positive relationship between a son-in-law and his future parents-in-law because it can demonstrate the desire to proceed with their blessing. After a meaningful conversation about the marriage plans, get ready to pop the question.

Instructions

1

Call the father or parents and ask for the opportunity to meet with them privately. Ask if you can visit them at their home or arrange to meet for dinner or drinks (your treat).

2

Arrive promptly at the arranged time, neatly dressed, and greet the parents in a friendly manner.

3

Engage in small talk for a few minutes to set a relaxed and positive tone.

4

Move into the reason for the meeting by telling the parents how much you love their daughter. Thank them for raising their beautiful daughter. Tell the parents that you want to spend the rest of your life with her, cherishing her and taking care of her. Touch on your professional or career prospects and goals, if necessary, to ensure that you will provide for your future wife.

 5

Ask the parents for their formal permission to marry their daughter. Assuming that the conversation proceeds positively, most parents will appreciate your formal request and will give their permission.

Tips & Warnings

Although tradition dictates talking to your intended's father or parents before proposing, be as sure as possible that you will receive an affirmative answer from the woman before seeking permission from her parents.

## Dialogue- Permission

http://www.hotel-tefl.com/permission/

**Staff:** May I pour you more wine, ma’am?   
**Guest:** Sure.

**Staff:** Do you mind if I clean the room now, sir?   
**Guest:** Actually, would it be possible for you to come back in half an hour?   
**Staff:** No problem, ma’am.

**Guest:** May I borrow you pen.   
**Staff:** Absolutely sir, here you go.

**Guest:** Would it be a problem if I left my luggage here for a few minutes?   
**Staff:** No problem at all, sir. I’ll, keep an eye on it.

**Staff:** Is it OK if I make a copy of your passport?   
**Guest:** Sure, whatever you need.

**How to Ask Permission to Use References**

By Mary Wroblewski, eHow Contributor | updated June 14, 2011

In today's business world, it may seem as though manners and common courtesy have gone the way of white correction fluid. But when it comes to using references, business etiquette had best be resurrected. There may be few absolutes in business, but here is one of them: always ask permission to use someone as a reference and, unless you're under a severe time constraint, always put your request in writing. Putting someone on the spot verbally for a reference is never a smart move, for it presupposes a positive response. While this person may well hold you in high regard, you never know if supplying a reference has backfired on him or her in the past -- causing him or her to feel wary of doing so again. A written request gives the potential reference time to think and formulate ideas with a clean slate -- just as correction fluid once did.

Instructions

1

Prepare a short letter or -- as time is probably of the essence -- a short email. Begin by informing your potential reference that you are seeking employment -- a fact that you wish to keep confidential (from your present employer and others).

2

Point out the positive nature of your relationship, being sincere but avoiding excessive flattery. Then be straightforward and specific in your request: "I respectfully ask your permission to list you as a reference to prospective employers who may call, email or otherwise contact you about your professional experiences with me."

3

Provide the person with a graceful "out" if he or she decides -- for whatever reason -- to decline your request: "As I respect the nature of our relationship, I would equally respect your decision to decline my request, for whatever reason and with no ill will."

4

Take ownership of the process by saying that you will call the person for his or her response. Be sure to specify the day and date, giving the person a few days' but no more than a week's notice. (More time may cause your request to fade from the person's "mental radar screen.")

5,

End the letter by thanking the person for his or her time and consideration of your request.

## Tips & Warnings

* Even if you have interviewed for this new position, chances are that you have no idea what line of questioning your prospective employer might pursue with your references. Still, resist the urge to feed your potential reference a "script." If you choose your references carefully -- and you should -- you must be able to trust their judgment and ability to think well on their feet.
* Proofread your request, read it aloud and edit it for spelling, punctuation and grammar.

Read more: [How to Ask Permission to Use References | eHow.com](http://www.ehow.com/how_8591991_ask-permission-use-references.html#ixzz1sFkjIEqj) <http://www.ehow.com/how_8591991_ask-permission-use-references.html#ixzz1sFkjIEqj>

**Private ownership**

* Property is defined as the right, legal or moral, to ultimately determine the use and control of something, including the right to transfer such rights to others. It is distinguished from control, which may be transferred separately: for example, a building remains the property of landlord even when the use of it is contractually transferred to a tenant.
* Within the law, property is a general legal category for rights of ownership in land, money, tangible objects, intangible objects, etc.
* Within the conceptual framework provided by law this control is assured by the power of the law, or by power exercised under the law, and not by any separate power. However, philosophically at least, it is possible to think of property concepts outside a legal framework—though, as in the Middle Ages, a legal framework for property might well emerge.

General characteristics

Modern property rights conceive of ownership and possession as belonging to legal individuals, even if the legal individual is not a real person. Thus, corporations, governments and other collective forms of ownership are framed in terms of individual ownership. Exceptions to this pattern include the "commons", which belong to a defined community, and the "public domain", to which access is unlimited. Property rights are found in the oldest laws written down, and equate the expectation of use or profit to some payment from the very beginning. Modern property rights can be said to begin with the transition from ownership by entities as being the primary form of property right, to the theory that property rights are to promote the general good, and specifically encourage economic development and utilization of property.

Property is usually thought of in terms of a bundle of rights. Traditionally, they are the right to:

1.control over use

2.the benefits of property (e.g. mining and farm royalties, peaceable possession, etc.),

3.transfer or sell,

4.exclude others, e.g. non-owners.

Legal systems have evolved to cover the transactions and disputes which arise over the possession, use, transfer and disposal of property, most particularly involving contracts. Positive law defines such rights, and a judiciary is used to adjudicate and to enforce.

In his classic text, "The Common Law", Oliver Wendell Holmes describes property as having two fundamental aspects. The first is possession, which can be defined as control over a resource based on the practical inability of another to contradict the ends of the possessor. The second is title, which is the expectation that others will recognize rights to control resource, even when it is not in possession. He elaborates the differences between these two concepts, and proposes a history of how they came to be attached to individuals, as opposed to families or entities such as the church.

According to Adam Smith, the expectation of profit from "improving one's stock of capital" rests on private property rights, and the belief that property rights encourage the property holders to develop the property, generate wealth, and efficiently allocate resources based on the operation of the market is central to capitalism. From this evolved the modern conception of property as a right which is enforced by positive law, in the expectation that this would produce more wealth and better standards of living.

Socialism's fundamental principles are centered on a critique of this concept, stating, among other things, that the cost of defending property is higher than the returns from private property ownership, and that even when property rights encourage the property-holder to develop his property, generate wealth, etc., he will only do so for his own benefit, which many not coincide with the benefit of other people or society at large (and which often goes directly against the interests of non-property-holders). This is still a modern theory of property, however, in that it argues based on superior utility of result.

Communism argues that only collective ownership through a polity, though not necessarily a state, will assure the minimization of unequal or unjust outcomes and the maximization of benefits, and that therefore all, or almost all, private property should be abolished.

Both communism and (sometimes) socialism have also upheld the notion that private property is inherently illegitimate. This argument is centered mainly on the fact that the creation of property involves the use of natural resources, therefore private property in general necessarily involves private property over land. If private property over land is illegitimate (for example, due to the fact that it was first instituted by force), then it follows that private property in general is illegitimate.

Not every person, or entity, with an interest in a given piece of property may be able to exercise all of the rights mentioned a few paragraphs above. For example, as a lessee of a particular piece of property, you may not sell the property, because the tenant is only in possession, and does not have title to transfer. Similarly, while you are a lessee the owner cannot use his or her right to exclude to keep you from the property. (Or, if he or she does you may perhaps be entitled to stop paying rent or perhaps sue to regain access.)

Further, property may be held in a number of forms, e.g. joint ownership, community property, sole ownership, lease, etc. These different types of ownership may complicate an owner's ability to exercise his or her rights unilaterally. For example if two people own a single piece of land as joint tenants, then depending on the law in the jurisdiction, each may have limited recourse for the actions of the other. For example, one of the owners might sell his or her interest in the property to a stranger that the other owner does not particularly like.