



## Making requests



A request is how we politely ask someone to do something. There are many types of requests depending on where we are and who we are talking to. There are for some forms are considered to be more polite than others.

**Polite:** Can you help me with this new computer program?

More polite: Could you help me with this new computer program?

Would you help me with this new computer program?

<u>Do you think</u> you <u>could</u> help me with this new computer program?

<u>Could</u> you possibly help me with this new computer program?

<u>Do you mind</u> helping me with this new computer program?

Would you mind helping me with this new computer program?

Response: <u>Sure. / Of course. / No problem.</u>



## Making Offers



• We make an offer when we want to do something for someone, or say that we will do it.

Can I open the door for you?

Yes, please. / No, thanks.

Shall I open the door for you?

<u>I'll</u> open the door for you.

An offer also means to ask someone if they want something.

Would you like something to drink?



A permission is asked when someone wants to be allowed to do something.

There are for some forms which are considered to be more polite than others.

**Polite:** Can we go home now?

More polite: <u>Could</u> we go home now?

<u>Do you think</u> we <u>could</u> go home now?

May we go home now?

<u>Do you mind</u> if we go home now?

<u>Is that all right if</u> we go home now?

**Response:** Yes, you can. / That's all right.

No, you can't. / Sorry, no.



## Making a Promise

<u>I'll</u> submit the project by tomorrow.

We won't do that again, we promise.



# EXERCISE

1 2 3 4







Click on Number

- 1. Teacher: Marco, \_\_\_\_\_ help me carry this? Marco: , teacher.
  - 1 Would you please / Yes, of course



you will / Yes, certainly



you can / Of course



Would you / No, thanks.







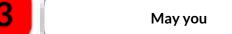
Click on Number

2. Student: help me with my homework, please? Teacher: Of course!

















Click on Number

3.Teacher, \_\_\_\_\_ explain this grammar to me again, please?







you may









Click on Number

4. Bella, \_\_\_\_\_ send me the file by email?

you could would please you





would you please



you may







Click on Number

\_ send these letters right away? 5. Sandy,

do you can

may you



can you

you would





#### Exercise 2 Put the words into correct order to build sentences.



- please / we / out / ,/ go / Can /?
   Can we go out, please?
   you / but / I'm / afraid / here /. / can't / smoke
   I'm afraid but you can't smoke here.
   main gate /, /? / we / open / Can / please / the
   Can we open the main gate, please?
- 4. 9 / I / but / out / I / after / in / watch / pm /. / TV / bedroom / can't / can / go / my I can't go out after 9 pm but I can watch TV in my bedroom.
- 5. class / . / chat / can't / in / You / the
  You can't chat in the class.

### Exercise 3 Complete each sentence with one suitable word.

- 1. I've got an idea. Shall we record the conversation on this phone?
- 2. Do you think you **should** have some rest after a long haul flight?
- 3. Would you <u>mind</u> carrying this for me?
- 4. Swimming is perhaps is not a good idea. How <u>about</u> going to the gym instead?
- 5. It's freezing outside. Can/Could/May close the window, please?
- 6. Is it all right <u>if</u> he skip this conference?
- 7. Let's ask someone for help.
- 8. You didn't do well in your exam. I think you <u>'d</u> better not spend too much time on TV.
- 9. <u>Could</u> you possibly cook me dinner? I'm starving.
- 10. We'll be right back, I promise.

