

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?

Do you think you could help me with this new computer program?

Could you possibly help me with this new computer program?

Do you mind helping me with this new computer program?

Would you mind helping me with this new computer program?

Response: Sure. / Of course. / No problem.



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?

I'll 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: <u>Can</u> we go home now?

More polite : Could we go home now?

Do you think we could go home now?

May we go home now?

Do you mind if we go home now?

Is that all right if we go home now?

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

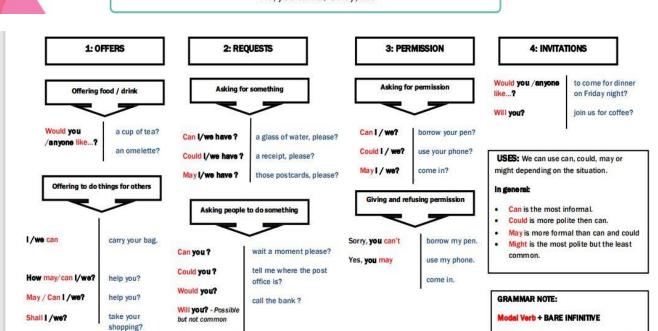
Would you mind +

ING?

telling me where the

train station is, please?

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



Could you tell me where the train station

is, please?