

Speaking L2SLO5

Making polite requests

Learning Outcome 5: Use polite expressions to make requests or ask for attention in a social, work-related, or academic situation

Polite requests

Requests are questions you ask when you want something. If you are polite when you make requests, the person you ask is more likely to say yes to your request. Here are the questions you can use to make polite requests:

Would you mind + verb -ing?

Could I + verb?

Would it be OK if I + verb?

Would it be possible to verb?

FOCUS ▶ 2.4

A Listen to four conversations with polite requests and answers. Tick (✓) the conversation if a speaker says yes to the request and cross (X) the conversation if a speaker says no.

Conversation 1:

Conversation 2:

Conversation 3:

Conversation 4:

FOCUS ▶ 2.5

B Listen to the four conversations again. Match the conversations (1–4) with the things the speaker asks for (a–d). There is one answer that you don't need.

- | | |
|----------------|--|
| Conversation 1 | a. asking for more time for a task at university |
| Conversation 2 | b. asking to speak in a meeting |
| Conversation 3 | c. asking to close a door |
| Conversation 4 | d. asking to not do a task |
| | e. asking to not have to do something |

SPEAKING TASK

FOCUS A Take notes on ...

1. something you ask for at university

2. something you ask for when you're with your friends and family

3. something people ask for when they're at work.

Write a request for each thing.

FOCUS B Work in pairs. Take turns making your requests from Exercise A and giving an answer to your partner's requests.

FOCUS C In a group, practice making more requests and giving an answer to the requests.