

UNIT
15

Requests: *Can, Could, Will, Would, Would you mind*

EXERCISE 1 REQUESTS AND RESPONSES

Match the office requests and responses.

Requests

- d 1. Could you meet me tomorrow at 8:00 a.m.?
- 2. Will you please type this memo for me?
- 3. Could you show me how to use the scanner?
- 4. Would you please spell your last name for me?
- 5. Would you mind distributing this report for me?
- 6. Can you cancel tomorrow's meeting for me? I have to go out of town.
- 7. Will you shut the window, please?
- 8. Would you get that box down from the closet? I'd really appreciate it.
- 9. Could you get the phone for me?
- 10. Can you give me Doug Johnson's email address?

Responses

- a. I'd be glad to. When do you need it?
- b. Sure. It is pretty cold in here.
- c. Of course I can. When would you like to reschedule it?
- d. I'm sorry. I have an early-morning dentist appointment.
- e. Sure. It's Djohn@iol.com.
- f. Sure.... Hello, J & R Equities.
- g. Sure. It's M-A-R-D-J-A-I-T.
- h. Sorry, but I don't know how. Ask Todd. He knows how.
- i. I'd like to, but it's too heavy for me to lift.
- j. Not at all.

Write the letters of the responses that mean "Yes": d _____

Write the letters of the responses that mean "No": _____

Write the letter of the response that has a negative word, but means "OK, I'll do it.":

EXERCISE 2 REQUESTS

These conversations take place in an office. Use the correct form of the phrases from the box to complete the requests.

answer the phone	keep the noise down
buy some stamps	lend me \$5.00
come to my office	open the window
explain this note to me	pick up a sandwich
get Frank's phone number	stay late tonight

1. A: Could you answer the phone? My hands are full.

B: Sure. I'll get it.

2. A: Would you mind ? It's really hot in here.

B: No, not at all.

3. A: Can you please for me?

B: Certainly. I pass the post office on my way home.

4. A: I'm going to the coffee shop. Can I get you anything?

B: Could you for me?

5. A: Would you mind ? We really have to get this report ~~done by tomorrow~~ done by tomorrow.

B: I'm sorry, but I have to visit my aunt in the hospital.

6. A: Will you , please? I can't hear myself think!

B: Sorry!

7. A: Can you when you have the chance?

B: Sure. I'll be right there.

8. A: Would you for me?

B: It's 555-4345.

9. A: Would you mind ?

B: Not at all. What don't you understand?

10. A: Could you ?

B: Oh, I'm sorry. I'm short on cash.

EXERCISE 3 WORD ORDER

Unscramble the words to make requests. Use the correct form of the verbs.

1. come / can / please / here / you

Can you please come here? or Can you come here, please?

2. work / on Saturday / would you mind

3. you / me / please / will / help

4. would / please / text / you / your decision / me

5. drive / home / you / me / please / could

EXERCISE 4 EDITING

Read the office messages. There are six mistakes in making requests. The first mistake is already corrected. Find and correct five more. Don't forget to check punctuation.

1.

Meng,
file
would you ~~file~~ these,
please?

Thanks,

R. L.

2.

write it down

Hi Ted,
Could you please
remember to turn off the
lights when you leave?

Thanks,
Lynn

3.

HANK,

WILL YOU RETURN
PLEASE THE
STAPLER?

BRAD

4. DRIVING INSTRUCTIONS

Melinda,

Can you make 5 copies
of these pages, please?

Thanks,

Ellen

5.

John,

Would you mind deliver
the finished report to me
before you leave for the
day?

Rey

6.

Celia,
Could you please
remember to lock
the door.
Thank you.

Diana

7.

Annie,

Would you please to
call Ms. Rivera before
the end of the day?

thanks,
JF

8.

Todd-

Could you print out 10 copies
of the Hendricks report?
Also, would you mind to
email Lisa Barker a copy?
That'll cheer her up!

Thanks a lot.
Heather