

1. Listen to Track 4 and answer the questions

- a. What request did Kate make? _____
- b. What request did Alan make? _____
- c. What request did Kim make? _____
- d. What request did Anny make? _____

2. Match the answers to the questions

- | | |
|---|--|
| a. Is it all right if I leave early today? | ☐ No, this parking space is reserved |
| b. Would you mind if I asked you something? | ☐ Sure. Make yourself comfortable. |
| c. Could you lend me your pen? | ☐ Yes, take them. |
| d. Would you like some company? | ☐ Not yet. Leave them on, please. |
| e. Do you mind if I smoke? | ☐ Not today. We need him here. |
| f. Can Peter come with us? | ☐ Yes, I'd love some. |
| g. Could we turn the lights off? | ☐ No. I can't stand it when people smoke near me. |
| h. Would it be all right if I parked here? | ☐ Sure. You can ask me anything. |
| i. Is it ok if I drink my coffee here? | ☐ Not today. We need your help. |
| j. Could you lend me your keys? | ☐ Just a second. I have to write something down. |

3. Read the situations. Write a polite request.

- a. You want to change a light bulb, but you can't reach it.

- b. You are new at the office. You don't know where things are.

- c. You don't have any money.

- d. You forgot your homework at home.

- e. You are a teacher. You need to ask your students a favor.

- f. You are a customer at a clothing store. You need something to be changed.
