

1) Saying « please » makes it enough to make your request polite

2) Choose the polite requests:

2-1) Could you possibly send me the file?

2-2) Would you mind sending me the file?

2-3) Please email me the background file of CBL.

3) We use "could" and "would" to ask for things politely

4) Which three questions does Paul ask to ask Ana for help?

4-1) I was wondering if you could do something for me?

4-2) Could you arrange the meeting tomorrow?

4-3) Would you be able to print out a file for me?

4-4) Could I have it in the next ten minutes please?