

# Could you help me?

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 requests.

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

4. Complete the request and read them out loud. Can you think of other words to complete the requests?

office   minute   door   board   costs   letters   coffees   size   name   out loud   slowly

- a. Could you tell me how much it \_\_\_\_\_?
- b. Could you say that \_\_\_\_\_?
- c. Could you prepare two \_\_\_\_\_ for us?
- d. Could you spell your \_\_\_\_\_?
- e. Could you tell me where Mike's \_\_\_\_\_ is?
- f. Could you bring me one in a different \_\_\_\_\_?
- g. Could you speak more \_\_\_\_\_?
- h. Could you help me for a \_\_\_\_\_?
- i. Could you please close the \_\_\_\_\_?
- j. Could you erase the \_\_\_\_\_?
- k. Could you photocopy these \_\_\_\_\_?

### Note this!

The word **please** makes the request more polite and less direct. To answer negatively in a respectful way, we can say:

- No, I'm sorry. I can't.
- I'd like to, but I can't.
- I'd love to, but I'm busy now.

5. Write a polite request you would make to these people.

- a. Travel agent \_\_\_\_\_
- b. Pharmacist \_\_\_\_\_
- c. Veterinarian \_\_\_\_\_
- d. Waiter \_\_\_\_\_
- e. Cashier \_\_\_\_\_
- f. Teacher \_\_\_\_\_
- g. Salesman \_\_\_\_\_

6. Match the occupations above to the pictures.

