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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.

_____