

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? | ☐ 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.

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.

