

BE6/BE Admin II

Indirect questions

You will need to make requests both inside and outside of your company. Read the following sentences and make these requests more polite.

Send me the statistics for the report.	Assign a person to help me with the project.
Get me some coffee.	I want to be a part of the meeting.

One way to make sure that you use the appropriate tone is to make polite requests using "Indirect questions/statements." Read the requests and make them more polite by using this structure.

1. When do you need the report?
Can you tell me **when you need the report**?

2. Are you coming to the meeting?
Would you mind telling me if

3. How does it work?
Can you explain _____

4. Has the boss reached a decision yet?
Has he told you _____

5. Could you fax me the price quotations?
I don't suppose _____

6. What are you doing?
Do you have any idea _____

7. Does Juan enjoy working in a team?
I can't remember _____

8. Did Katia send you the specs on the new products we want to buy?
Please tell me _____