

READING

How to Ask for a Favor

Read the headings in the article. Can you think of other good advice when asking for a favor? Choose the best answer.

We all have to ask for favors sometimes. But it can be a difficult thing to do – even when you ask a good friend. So how can you ask a favor and be reasonably sure to get a positive response? Here are some suggestions.



Choose your words carefully

How do people respond to requests like this one: "Hey, Mike, lend me your car!"? They probably refuse. How can you avoid this problem? Choose your words carefully! For example, say, "Mike, would you mind doing me a favor?" Mike will probably respond like this: "Maybe. What do you need?" Now you have his attention and can explain the situation. People are more likely to agree to help you when they know the whole story.

Be a nice person

When you ask someone for a favor, you're really asking the person to go out of his or her way to help you. Show the person that you understand he or she is doing something especially nice for you. If people think you're pleasant, they're more likely to want to help. Thank them sincerely when they help you. And, of course, a smile goes a long way.

Give and take

If someone agrees to do you a favor, allow the person to choose when he or she helps you. Be respectful of the other person's time, and try not to ask for too much. If someone refuses your request, you should accept the answer politely. Don't make a habit of asking for favors, and always make sure you're ready to do someone a favor in return. Reciprocate. It's just a matter of giving and taking.

A Read the article. Find the words in *italics* below in the article. Then match each word with its meaning.

- | | |
|-----------------------------|------------------------|
| 1. <i>especially</i> | a. give in return |
| 2. <i>pleasant</i> | b. say no |
| 3. <i>sincerely</i> | c. friendly |
| 4. <i>refuse</i> | d. more than usually |
| 5. <i>avoid</i> | e. honestly |
| 6. <i>reciprocate</i> | f. stop from happening |

B Check (✓) the questions that the article answers. Then find sentences in the article that support your answers.

- | | |
|---|---|
| <input type="checkbox"/> 1. Why is it easy to ask for a favor? | <input type="checkbox"/> 4. What do you do when someone refuses? |
| <input type="checkbox"/> 2. How can you show people you're nice? | <input type="checkbox"/> 5. Why is it not a good idea to ask for a lot of favors? |
| <input type="checkbox"/> 3. How can you avoid people asking for favors? | |