

POLITE	IMPOLITE
"Would you mind passing the salt, please?"	"Do you need something or what?"
"Would you mind closing the window?"	"You better help me with this."
"I think I might see it differently—may I explain?"	"Do you need help?"
"May I ask what you're working on?"	"Give me your notes."
"Would it be possible to see the report when you have a moment?"	"Give it to me, you obviously can't carry it."
"I'd appreciate it if you could help me."	"Close the window, <u>it's</u> freezing."
"Could you please send me the <u>that</u> email by Friday?"	"I need that."
"Excuse me, could we continue this after the meeting?"	"Explain that again."
"Could I use that when you're finished?"  (Ctrl) ▾	"Send me that email now."
"Could you please explain that again?"	"Stop talking!"
"I'd be happy to assist you."	"You're wrong."
"May I borrow your notes for the lecture?"	"What are you doing?"
"Shall I carry that for you?"	"Give me the report."
"Would you mind moving over a little, please?"	"Can you move, now?"
"Can I get you anything?"	"Pass the salt." 