

# ACTIVITY 1:

Change this “too direct” sentences into polite ones using ‘I’d like’ or ‘We’d like’.

1) I want more details about the budget.

2) We want to have a meeting tomorrow.

3) I want your opinion on my presentation.

4) I want to speak to you about the deadline

5) We want to ask you some questions.



# ACTIVITY 2:

Read the situation and write one polite sentence to be included in an email.

- 1) Situation 1: You need more information about a new product.
- 2) Situation 2: You want to arrange a meeting with a colleague.
- 3) Situation 3: You want to talk about the project deadline.
- 4) Situation 4: You need to see the updated report.
- 5) Situation 5: You want your teacher's feedback on your presentation.

