

FORMAL & INFORMAL MESSAGES – TELL vs ASK

Quick Reminder

- **TELL** → information or statements: *tell + person + (that) + sentence*
- **ASK** → requests or favors: *ask + person + to + verb*

Part 1 – Choose the Correct Verb (tell / ask)

1. Please _____ her that the meeting is canceled.
2. Could you _____ John to call me later?
3. I will _____ them that the class starts at 7 p.m.
4. Can you _____ your sister to help you?
5. Please _____ him that I am busy right now.

Part 2 – Match the Message

Message	Sentence
The baby is sleeping.	Please _____ her that the baby is sleeping.
Clean your room.	Could you _____ him to clean his room?
The party is at my house.	Would you _____ them that the party is at my house?
Help your brother.	Please _____ her to help her brother.

Part 3 – Complete the Sentences

1. Please _____ Ana (that / the exam is tomorrow).
2. Could you _____ Pedro (to / send the email)?
3. Would you _____ my parents (that / I'll be late)?
4. Please _____ your friend (to / wait for me).

Part 4 – Rewrite the Message

1. Message: The teacher is sick.

2. Message: Do the homework.

3. Message: It's going to rain.

Part 5 – Create Your Own

Write 2 sentences with **TELL** and 2 sentences with **ASK**.

TELL: _____
TELL: _____
ASK: _____
ASK: _____