

# 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: \_\_\_\_\_