

FORMAL AND INFORMAL MESSAGES

Sometimes we give a message for another person.

1. Messages with a statement – TELL: We use **TELL** when the message is **information**, not a question.



Structure: *Tell + person + (that) + sentence*

Examples:

- Please tell him (that) I'm going to miss class.
- Could you tell her (that) I'm late?
- Would you tell them (that) the class starts at 8?

Note: 'That' is optional.



2. Messages with a request – ASK: We use **ASK** when the message is a **request** (**something we want someone to do**).

Structure: *Ask + person + to + verb*

Examples:

- Please ask her to take a picture of the board.
- Could you ask him to help me?
- Would you ask them to wait for me?

Formal and Informal:

Informal: Please tell... / Please ask...

More formal: Could you tell...? / Would you ask...?

Exercise 1: Choose TELL or ASK

1. Please _____ her to call me later.
2. Could you _____ him that the class is canceled?
3. Would you _____ them to wait outside?
4. Please _____ my teacher that I'm sick.
5. Could you _____ her to send me the homework?

Exercise 2: Complete the sentences

1. Please _____ him _____ I'm going to be late.
2. Could you _____ her _____ open the window?
3. Would you _____ them _____ the test is tomorrow?
4. Please _____ my friend _____ help me with English.

Exercise 3: Rewrite the message

Example:

I can't go to class today.

→ please tell my teacher that I can't go to class today.

1. She needs help with the homework. _____
2. I'm not at home now. _____
3. Can you close the door? _____
4. He wants the notes from the class. _____

Exercise 4: Choose the correct option

1. Could you ____ her to send me the photo?

a) tell b) ask

2. Please ____ him that I'm absent today.

a) ask b) tell

3. Would you ____ them to be quiet?

a) ask b) tell