

## 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