

## MAKING POLITE REQUESTS

### Making Polite Requests

We use different expressions to ask someone to do something. Some requests are more direct, while others are more polite.

#### 1. CAN + BASE VERB

Can + subject + base verb...?

We use can for common, informal requests.

- Can you open the window, please?
- Can you help me with this?

**Structure:** Can + you + base verb + ...?

✓ Can you close the door?

X Can you to close the door?

#### 2. COULD + BASE VERB

Could + subject + base verb...?

We use could to make a request more polite than can.

- Could you open the window, please?
- Could you speak more slowly?

#### 3. WOULD + BASE VERB

Would you + base verb...?

We can use would to make a polite request.

- Would you close the door, please?
- Would you wait here for a moment?

**Structure:** Would + you + base verb...?

✓ Would you open the window?

X Would you opening the window?

#### 4. WOULD YOU MIND + GERUND

This is a very polite way to ask someone to do something.

**Structure:** Would you mind + verb-ing...?

- Would you mind opening the window?

- Would you mind turning the music down?

After would you mind, use -ING.

✓ Would you mind closing the door?

X Would you mind close the door?

## 5. DO YOU MIND + GERUND

Do you mind + verb-ing...?

We can also use Do you mind...? to make a polite request.

- Do you mind opening the window?
- Do you mind waiting for a minute?

It is similar to Would you mind...? Both are polite requests.

## 6. WOULD YOU MIND IF...?

We can use Would you mind if + subject + past simple...? to ask permission to do something.

- Would you mind if I opened the window?
- Would you mind if I sat here?

**Structure:** Would you mind if + subject + past simple...?

## 8. HOW POLITE ARE THEY?

| Expression                | Example                       | Use               |
|---------------------------|-------------------------------|-------------------|
| Can you...?               | Can you help me?              | Common / informal |
| Could you...?             | Could you help me?            | Polite            |
| Would you...?             | Would you help me?            | Polite            |
| Do you mind + -ing...?    | Do you mind helping me?       | Very polite       |
| Would you mind + -ing...? | Would you mind helping me?    | Very polite       |
| Would you mind if...?     | Would you mind if I sat here? | Asking permission |

### Exercise 1 – Choose the Correct Option

1. \_\_\_\_\_ you help me with this box, please?  
a) Would b) Can c) Do
2. \_\_\_\_\_ you mind opening the window?  
a) Could b) Would c) Can
3. Could you \_\_\_\_\_ the door, please?  
a) closing b) to close c) close
4. Would you mind \_\_\_\_\_ here for a moment?  
a) wait b) waiting c) to wait
5. \_\_\_\_\_ you turn the music down, please?  
a) Could b) Do c) Mind

### Exercise 2 – Complete the Requests

Complete the sentences with the correct form of the verb in parentheses.

1. Could you \_\_\_\_\_ the door, please? (close)
2. Can you \_\_\_\_\_ me with this exercise? (help)
3. Would you mind \_\_\_\_\_ the music down? (turn)
4. Do you mind \_\_\_\_\_ for five minutes? (wait)
5. Would you \_\_\_\_\_ the window, please? (open)

### Exercise 3 – Rewrite the Requests

Rewrite each sentence using the expression in parentheses.

Example: Open the window. (Could you...?) → Could you open the window, please?

1. Help me with this bag. (Can you...?) → \_\_\_\_\_
2. Turn the TV down. (Would you...?) → \_\_\_\_\_
3. Close the door. (Would you mind...?) → \_\_\_\_\_
4. Wait outside. (Do you mind...?) → \_\_\_\_\_
5. Send me the document. (Could you...?) → \_\_\_\_\_