Name _____ Date _____

CLB 5   Asking for Help and Clarification

Use Polite Phrases

- **Do you mind ....?**

   Example: **Do you mind** <u>helping</u> me for a second?
   I don't know how to do this.

- **Would you mind ....?**

   Example: Hi there, **would you mind** <u>giving</u> me a minute?
   I don't understand the instructions.

- **Could you please ....?**

   Example: Pardon me, **could you please** <u>give</u> me a minute?

   (Can you...?) I have trouble <u>using</u> the computer.

- **Could I ....?**

   Example: Excuse me, **could I** ask you a question please?

   Where are the cleaning supplies?

- **May I .... ?**
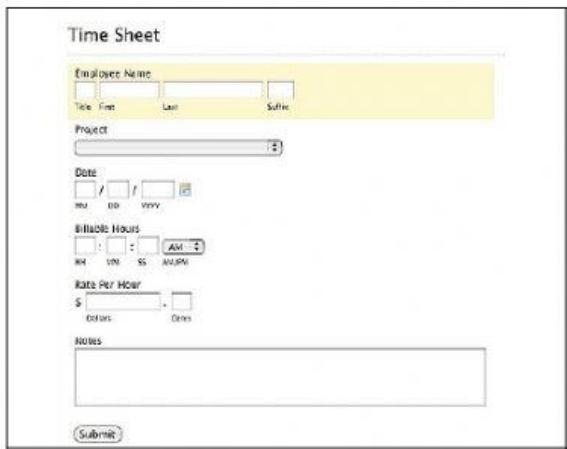
   Example: **May I** stop you for a minute?

   I want to ask you about the work schedule.

Instructions:

1. Look at the cards and make your own conversation.
2. Practice with a partner.
3. Switch roles and do it again.
4. Give your partner feedback.

LIVEWORKSHEETS

Time Sheet Employee Name [ ] [ ] [ ] [ ] Title First Last Suffix Project [▾] Date [ ] / [ ] / [ ] 📅 MM DD YYYY Billable Hours [ ] : [ ] : [ ] [AM ▾] HH MM SS AM/PM Rate Per Hour $ [ ] . [ ] Dollars Cents Notes [ ] (Submit)	You must do your time sheet on the computer. You have never done this before.
	Your uniform is dirty. You don't know where to take it for cleaning.
	You need a ladder to do a job. You don't know where to find one.
	You need to talk to human resources about your pay. You don't know where the office is.

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Feedback:

Did your partner _____	YES	NO
Greet you politely or say "Excuse Me"?	☐	☐
Explain the problem?	☐	☐
Ask for help?	☐	☐
Use polite phrases?	☐	☐
Say Thank you?	☐	☐

LIVEWORKSHEETS