UNIT 15

Requests: *Can, Could, Will, Would, Would you mind*

EXERCISE 1 REQUESTS AND RESPONSES

Match the office requests and responses.

Requests

d 1. Could you meet me tomorrow at 8:00 a.m.?

____ 2. Will you please type this memo for me?

____ 3. Could you show me how to use the scanner?

____ 4. Would you please spell your last name for me?

____ 5. Would you mind distributing this report for me?

____ 6. Can you cancel tomorrow's meeting for me? I have to go out of town.

____ 7. Will you shut the window, please?

____ 8. Would you get that box down from the closet? I'd really appreciate it.

____ 9. Could you get the phone for me?

____ 10. Can you give me Doug Johnson's email address?

Responses

a. I'd be glad to. When do you need it?

b. Sure. It is pretty cold in here.

c. Of course I can. When would you like to reschedule it?

d. I'm sorry. I have an early-morning dentist appointment.

e. Sure. It's Djohn@iol.com.

f. Sure. . . . Hello, J & R Equities.

g. Sure. It's M-A-R-D-J-A-I-T.

h. Sorry, but I don't know how. Ask Todd. He knows how.

i. I'd like to, but it's too heavy for me to lift.

j. Not at all.

Write the letters of the responses that mean "Yes": a, _____

Write the letters of the responses that mean "No": _____

Write the letter of the response that has a negative word, but means "OK, I'll do it.":

_____

LIVEWORKSHEETS

EXERCISE 2 REQUESTS

These conversations take place in an office. Use the correct form of the phrases from the box to complete the requests.

~~answer the phone~~	keep the noise down
buy some stamps	lend me $5.00
come to my office	open the window
explain this note to me	pick up a sandwich
get Frank's phone number	stay late tonight

1. A: Could you *answer the phone*? My hands are full.
   B: Sure. I'll get it.
2. A: Would you mind _____? It's really hot in here.
   B: No, not at all.
3. A: Can you please _____ for me?
   B: Certainly. I pass the post office on my way home.
4. A: I'm going to the coffee shop. Can I get you anything?
   B: Could you _____ for me?
5. A: Would you mind _____? We really have to get this report done by tomorrow.
   B: I'm sorry, but I have to visit my aunt in the hospital.
6. A: Will you _____, please? I can't hear myself think!
   B: Sorry!
7. A: Can you _____ when you have the chance?
   B: Sure. I'll be right there.
8. A: Would you _____ for me?
   B: It's 555–4345.
9. A: Would you mind _____?
   B: Not at all. What don't you understand?
10. A: Could you _____?
    B: Oh, I'm sorry. I'm short on cash.

LIVEWORKSHEETS

EXERCISE 3 WORD ORDER

Unscramble the words to make requests. Use the correct form of the verbs.

1. come / can / please / here / you

   Can you please come here? OR *Can you come here, please?*

2. work / on Saturday / would you mind

   _____

3. you / me / please / will / help

   _____

4. would / please / text / you / your decision / me

   _____

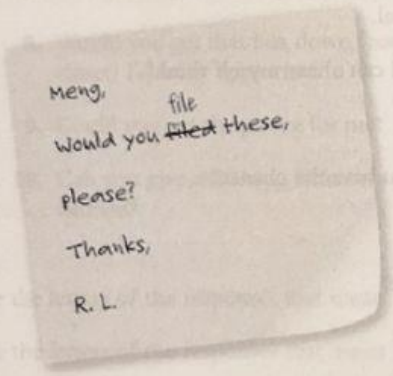
5. drive / home / you / me / please / could

   _____

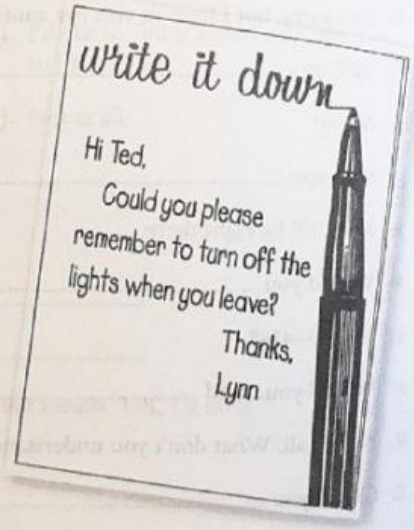
EXERCISE 4 EDITING

Read the office messages. There are six mistakes in making requests. The first mistake is already corrected. Find and correct five more. Don't forget to check punctuation.

1.



2.



LIVEWORKSHEETS

3.

HANK,

WILL YOU RETURN PLEASE THE STAPLER?

BRAD

4.

Melinda,

Can you make 5 copies of these pages, please?

Thanks,

Ellen

5.

John,

Would you mind deliver the finished report to me before you leave for the day?

Rey

6.

Celia,
Could you please remember to lock the door.
Thank you.

Diana

7.

Annie,
Would you please to call Ms. Rivera before the end of the day?

Thanks,
JF

8.

Todd–
Could you print out 10 copies of the Hendricks report?
Also, would you mind to email Lisa Barker a copy?
That'll cheer her up!

Thanks a lot.
Heather

LIVEWORKSHEETS