REQUESTS and OFFERS, SUGGESTIONS and ADVICE. Strategy & Practice

COMMON QUESTIONS FOR THESE TYPES ▶

Requests and Offers	*Suggestions and Advice*
*What does the woman **offer** to do for the man?* *What does the man **ask** the woman to do?* *What does the first speaker **request**?*	*What does the woman suggest?* *What advice does the man give?* *What does the woman advise the man to do?* *What is suggested by the man?*

To answer these types of questions, it is important to recognize words and phrases connected to them.

ADVISABILITY/SUGGESTIONS: SHOULD, OUGHT TO, HAD BETTER, COULD	
(a) You *should study* harder. You *ought to study* harder. (b) Drivers *should obey* the speed limit. Drivers *ought to obey* the speed limit.	***Should*** and ***ought to*** both express advisability. Their meaning (*This is a good idea*) to a statement about responsibility or duty (*This is a very important thing to do*). The meaning in (a): *This is a good idea. This is my advice.* In (b): *This is an important responsibility*.
(c) I *ought to* ("*otta*") *study* tonight, but I think I'll watch TV instead.	Native speakers often pronounce ***ought to*** as "otta" in informal speech.
(d) You *shouldn't leave* your keys in the car.	Negative contraction: ***shouldn't*** NOTE: the /t/ is often hard to hear in relaxed, spoken English. ***Ought to*** is not commonly used in the negative.
(e) The gas tank is almost empty. We *had better stop* at the next gas station. (f) You *had better take* care of that cut on your hand soon, or it will get infected.	In meaning, ***had better*** is close to ***should*** and ***ought to***, but ***had better*** is usually stronger. Often ***had better*** implies a warning or a threat of opposite bad consequences. The meaning in (e): *If we don't stop at a gas station, there will be a bad result, we will run out of gas.* Notes on the use of ***had better***: It has a present or future meaning. It is followed by the simple form of a verb. It is more common in speaking than writing.
(g) You'*d better take* care of it.	Contraction: ***'d better***, as in (g). In spoken English, you may not hear the "d" in ***you'd.*** However, "d" is necessary in writing.
(h) You'*d better* not be late.	Negative form: ***had better*** + not
(i) - I'm having trouble in math class. - You *could talk* to your teacher. OR - You *could ask* Ann to help you with your math lesson. OR - I *could try* to help you.	***Could*** can also be used to make suggestions. The meaning in (i): *I have some possible suggestions for you. It is possible to do this. Or it is possible to do that.*

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(j) You *should talk* to your teacher (k) *Maybe* you *should talk* to your teacher.	***Should*** is stronger and more definite than ***could***. The meaning in (j): *I believe it is important for you to do this. This is what I recommend.* In (k), ***maybe*** softens the strength of the advice.

GIVE 2 PIECES OF ADVICE TO EACH OF THESE SITUATIONS USING: SHOULD, OUGHT TO, IF I WERE, ...SIMILLAR TO GIVEN SENTENCES.

1. Ann would like to make some new friends.

→ I think she should join some clubs to meet people with similar interest.

→ If I were Ann ,I would join some clubs to meet people with similar interest.

2. Fred and Linn are in love and they're having a baby though they're under-graduates. *(focus on studying)*

→

→

3. You didn't stop for gas, and then you ran out of gas on the highway. *(stop for gas)*

→

→

4. Sam and Tim, both teenagers, have messed up the house, and their parents are coming home soon. *(clean the house immidiately)*

→

→

5. Ron is wearing jeans. He's expected at a formal reception this evening. *(wear suit)*

→

→

6. Mary's parents expect her to work in the family business, a shoe store, but she wants to be an architect. *(chase dream of ...)*

→

→

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7. Richard's roommate stays up very late studying. While his roommate is studying, he listens to loud music. *(focus on learning)*

→

→

8. Pierre is feeling really homesick these days. *(go back home)*

→

→

EXPRESSING THE PAST: NECESSITY, ADVISABILITY, EXPECTATION	
PRESENT: (a) Julia ***has to get*** a visa. (b) Julia ***has got to get*** a visa. (c) Julia ***must get*** a visa. PAST: (d) Julia ***had to get*** a visa.	Past necessity: ***had to*** In (d): ***had to*** = *needed to*: *Julia needed to get a visa.* There is no other past form for ***must*** (when it means necessity) or ***have got to***.
PRESENT: (e) I ***should study*** for the test. I want to pass it. (f) I ***ought to study*** for the test. (g) I ***had better study*** for the test. PAST: I failed the test. (h) I ***should have studied*** for it. (i) I ***ought to have studied*** for it. (j) I ***shouldn't have gone*** to the movies the night before.	Past advisability: ***should have*** } + *past participle* ***ought to have*** } In the past, *should* is more common than *ought to*. The past form of ***had better*** (***had better have***) is almost never used. The meaning in (h) and (i): *Studying was a good idea, but I didn't do it. I made a mistake.* The meaning in (j): *It was a bad idea to go to the movies. I made a mistake.* Usual pronunciation of ***should have***: "should-əv" or "should-ə."
PRESENT: (k) We ***are supposed to leave*** now. PAST: (l) We ***were supposed to leave*** last week	***was/were supposed to***: unfulfilled expectation or obligation in the past
PRESENT: (m) The mail ***should be*** here. PAST: (n) The mail ***should have been*** here by now.	***Should have*** + *past participle*: past expectation. The speaker expected something to happen; it may or may not have occurred, as in (n).

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PRACTICE **Things that the people in every of the following situations should have done and should not have done are adviced are on below. Rewrite these sentences with the correct order.**

Example:

Tom didn't study for the test. During the exam, he panicked and started looking at other students' test papers. He didn't think the teacher saw him, but she did. She warned him once to stop cheating, but he continued. As a result, the teacher took Tom's test paper, told him to leave the room, and failed him on the exam.

- Tom should have studied for the test.
- He shouldn't have panicked during the test.
- He shouldn't have started cheating.
- He should have known the teacher would see him cheating.
- He should have stopped cheating after the first warning.
- The teacher should have ripped up Tom's paper and sent him out of the room the first time she saw him cheating.

1. John and his wife, Julie, had good jobs as professionals in New York City. John was offered a high-paying job in Chicago, which he immediately accepted. Julie was shocked when he came home that evening and told her the news. She liked her job and the people she worked with, and did not want to leave and look for another job.

a. should/ John / before/ making a decision. / think/carefully
→
b. John/ should/before/ accepting/ tell/his wife/ the offer.
→
c. should / her husband/ what she thinks. / Julie/tell
→
d. shouldn't /quit/ the job. / She
→
e. They / have / should/ to/a conversation/ solve/this problem.
→

2. Ann agreed to meet her friend Carl at the library to help him with his chemistry homework. On the way, she stopped at a cafe where her boyfriend worked. Her boyfriend told her he could get off work early that night, so both of them decided to go to a movie. Ann didn't cancel her plans with Carl. Carl waited for 3 hours at the library.

a. forget / Carl. / shouldn't/ Ann /an appointment/ with
→
b. cancel / Ann /with / she were busy. / when/should/ her plan/ Carl
→
c. call / to / where she is. / Carl /should/ know/ Ann
→
d. go back home /Carl / he has waited/ so long. / should/ because
→

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3. For 3 years, Donna had been saving her money for a trip to Europe. Her brother, Larry, had a good job, but spent all of his money on expensive cars, clothes, and entertainment. Suddenly, Larry was fired from his job and had no money to support himself while he looked for another one. Donna lent him nearly all of her savings, and within three weeks he spent it all on his car, more clothes, and expensive restaurants.

a. limit / spending. / Larry / should/ wasteful

→

b. another job. / Larry /look for/ should

→

c. shouldn't / Donna/ all her savings. / him/ lend

→

d. advice/ should/ Donna/ him / spend money. / to

→

4. Sarah often exaggerated and once told a co-worker that she was fluent in French even though she had studied only a little and could not really communicate in the language. A few days later, her boss asked her to come to his office to interpret a meeting with a French businessman who had just arrived from Paris to negotiate a major contract with the company. After an embarrassed silence, Sarah told her boss that she was feeling ill and had to go home immediately.

a. be/Sarah / honest. / should

→

b. tell / that/ Sarah / had / French/ only a little. / should/ she/the truth/ studied

→

c. hire/ Her company /a French intepreter. / should

→

MAKING SUGGESTIONS: LET'S, WHY DON'T, SHALL I/ WE	
(a) *Let's go* to a movie.	***let's = let us*** L***et's*** means I have a suggestion for us. ***Let's*** is followed by the simple form of a verb.
(b) *Let's not go* to a movie. *Let's stay* home instead.	Negative form: ***let's + not*** + *simple verb*
(c) *Why don't we go* to a movie? (d) *Why don't you come* around seven? (e) *Why don't I give* Mary a call?	***Why don't*** is used primarily in spoken English to make a friendly suggestion. The meaning in (c): L*et's go to a movie.* In (d): *I suggest that you come around seven.* In (e): *Should I give Mary a call? Do you agree with my suggestion?*
(f) *Shall I open* the window? Is that OK with you? (g) *Shall we leave* at two? Is that OK?	When ***shall*** is used with ***I*** or ***we*** in a question, the speaker is usually making a suggestion and asking another person if she/he agrees with this suggestion, as in (f) and (g). The use of ***shall*** + ***I/we*** is relatively formal and infrequent in American English.

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(h) Let's go, ***shall we***? (i) Let's go, ***OK***?	Sometimes ***shall we***? is used as a tag question after ***let's***, as in (h). More informally, ***OK***? is used as a tag question, as in (i).

PRACTICE ✎ For each of these situations, give 1 suggestion and 1 piece of advice.

Example:

It's late at night. Tony is home by himself. He hears a window break. He thinks it's a burglar.

- Why doesn't he leave the house and go to the neighbor's to call for help?
- Were I Tony, I'd rather lose something than be killed.

1. Bruce has helped his mother onto the train and escorted her to a seat. While he is saying goodbye, the train begins pulling away from the station. By the time he gets through the crowded aisles to the exit, the train is traveling fast.

(call his mom and say goodbye to her)

→

(run as fast as I can)

→

2. Kim is an insomniac. Every night she tosses and turns until 2 or 3 A.M. and gets only a few hours of sleep. It's beginning to affect her work, as she has to be in her office at 8:00 A.M. She's always tired.

(make an appointment with the doctor)

→

(limit the elements affecting mental health)

→

3. You were driving in the countryside late at night, and you noticed that you were almost Out of gas. You managed to make it to a small town nearby but discovered that the only gas station in town was closed. You decided to hitchhike to the next town and look for an open station, but the person who picked you up robbed you and left you stranded on a country road. Hitchhiking was a bad idea.

(call for help)

→

(wait till morning and walk to gas station)

→

LISTENING REVIEW ▶

Listen ONE TIME and try to answer each question with the clues you hear.

Questions about INTENTS

1. What are the speakers planning to do over the weekend?

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☐ Study for a test.

☐ Finish some work.

☐ Get some exercise.

☐ Visit friends in the country.

2. What does Carol plan to do?

☐ Move to Vancouver.

☐ Sign a contract.

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☐ Quit her job.

☐ Work in Toronto

3. How will the man pay?

☐ By check.

☐ By cash.

☐ By credit card.

☐ By bank transfer.

4. What will the woman probably buy?

☐ A blue dress.

☐ A black skirt.

☐ A red dress.

☐ A dark suit.

5. What does Fiona plan to do?

☐ Change jobs.

☐ Leave her job immediately.

☐ Take a month's vacation.

☐ Look for another job.

6. What is the company planning to do?

☐ Open offices in London.

☐ Close one of its branches.

☐ Ask investors for advice.

☐ Lay off employees in New York.

LISTENING FOR MAIN IDEAS & DETAILS ▶

Listen to each conversation again and Listen to each conversation again and refill the missing places.

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1.
W: At last it's Friday. What a week! I'm glad you finish that report.
M: Let's enjoy ourselves this weekend. The weather forecast is good so why don't we play tennis tomorrow?
W: Ok, and on Sunday, we can (1) .
M: That sounds like a good plan.

2.
M: Hi Carol! This is your last month. Do you know what you're going to do after this contract is over?
W: Yes, I'm going to (2) . I really like working with you all.
M: That's great! But I thought you wanted to work in Vancouver.
W: No, I changed my mind. Toronto is much nicer.

3.
M: Can you check the price of these memory sticks, please?
W: Certainty! One moment! It's 8 dollars and 42 cents each. Do you want all three?
M: Yes, please!
... Oh, I don't have enough cash. (3) ?
W: Sure, no problem!

4.
W: Which one do you think I should get? The red or the blue dress? Or maybe that skirt over there?
M: The black one? That looks good but you have a lot of skirts already.
W: Yes, you're right. Ok, so if it's for work then the blue is (4) , I think.
M: I agree. Let's hurry up and pay.

5.
M: Fiona, we'd like to offer you the job. Will you accept?
W: I'd love to. Thanks. Oh, I have to (5) , of course.
M: Yes, of course. So you intent to get a month notice there.
W: That's right. I can't just leave immediately. That means I should be free to start here four weeks from next Monday.

6.
M: Due to the economic slowdown, we gonna have to close our Munich brand next year.
W: Oh! That's terrible! What about all the staff who work there? Will they lose their jobs?
M: Some will be offered to work in New York or London but the majority will have to go, I'm afraid.
W: Humm, I'm wondering how (6) .

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