

## Making Requests

Task 1. Rewrite the sentences using the words in brackets to make polite requests:



1. Provide more time for the task (can, possibly)

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2. Send us your feedback by Friday (would, mind)

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3. Cancel the meetings on Thursday and Friday (wondering)

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4. Send us the updates by the end of the day (hoping)

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5. Provide the updated requirements tomorrow (really appreciate)

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6. Inform the whole team about the changes (grateful)

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7. Reschedule the business trip for September,7 (would, possible)

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Task 2. Fill in the requests with a missing word:

1. Would you \_\_\_\_\_ helping me with the report?

2. Will it be \_\_\_\_\_ to meet in 2 hours?

3. Could you \_\_\_\_\_ provide a bit more details on that?

4. I'd really appreciate \_\_\_\_\_ if you could help us.
5. I'd be \_\_\_\_\_ if you could send us the updated requirements tomorrow.
6. I was \_\_\_\_\_ maybe you could review the estimates and probably add extra hours taking into account the recent requirement changes.
7. I'd \_\_\_\_\_ it if you could send me the files by 8 p.m.