1)Saying « please » makes it enough to make your request polite

2) Choose the polite requests:

2-1)Could you possibly send me the file?

2-2) Would you mind sending me the file?

2-3) Please email me the background file of CBL.

3) We use " could" and "would" to ask for things politely

4) Which three questions does Paul ask to ask Ana for help?

4-1) I was wondering if you could do something for me?

4-2) Could you arrange the meeting tomorrow?

4-3) Would you be able to print out a file for me?

4-4)Could I have it in the next ten minutes please?