

# ACTIVITY 1:

Match each situation with the most appropriate polite request.

1) You want to see the marketing report.

2) You want to change the meeting time.

3) You need help with the printer.

4) You'd like to speak to your manager today.

# ACTIVITY 2:

Rewrite the sentences to make them polite for a work email.

1) "I need help with this task."

2) "I want to talk to you."

3) "Move the meeting."

4) "Give me the report now."

