

Grammar Focus

Make the following requests more polite.

1. Send me the report.
2. Open the door.

Match the offers to the situation

1. Someone is carrying a heavy box.
2. A colleague is struggling with a task at work.

- a) May I assist you with that?
- b) Would you like some help with that?

Write a dialogue between two people where one person makes a request, and the other person responds by offering help. Use both formal and informal structures.

Example

A (Informal): Can you help me with this assignment?

B (Informal): Sure! Let me take a look.

A (Formal): Would you mind assisting me with this task?

B (Formal): I'd be happy to. How can I help?