**Three Levels of Requests (polite and impolite)**

**Asking for Directions:**

Direct: “Where is the post office?” (**avoid it**)

Informal: “Can you tell me where the post office is?” (**with friends, etc. that you know**)

Polite: “Would you mind telling me where the post office is, please?” (**Formal request can be used in casual or less hierarchical settings, like with classmates, friends, or team members who are working on a project together.**

**Requesting Help with an Item at a Store:**

Direct: “Give me that shirt.”

Informal: “Can you get me that shirt?”

Polite: “Could you please help me get that shirt?”

**Inquiring About Availability at a Restaurant:**

Direct: “You have vegetarian dishes?”

Informal: “Can you let me know if you have vegetarian dishes?”

Polite: “Would you mind informing me about your vegetarian dishes, please?”

**Borrowing Something:**

Direct: “Lend me your pen.”

Informal: “Can I use your pen?”

Polite: “Could I possibly borrow your pen for a moment, please?”

**Asking for Permission:**

Direct: “I take a photo?”

Informal: “Can I take a photo?”

Polite: “Would it be alright if I took a photo, please?”

**Use these more formal request in situations where they need to be polite and show respect, such as when speaking to a superior, a teacher, or someone they don’t know well.**

**Seeking Assistance:**

“I was wondering if you could possibly assist me with this task.”

**Requesting Information:**

“I would be grateful if you could provide me with some information on this topic.”

**Asking for a Favor:**

“I hope it’s not too much trouble, but could you do me a favor?”

**Making an Inquiry at Work:**

“If it’s convenient for you, I’d like to discuss the upcoming project details.”

**Requesting Feedback:**

“I would appreciate it if you could give me your feedback on my presentation.”

**Asking to Join an Activity:**

“I was wondering if it would be alright for me to join your group for the activity?”

**Inquiring About Availability:**

“Could you please let me know when would be a good time to schedule a meeting?”

**Requesting Permission:**

“I was hoping you might allow me to leave a bit early today, if that’s okay.”

**Asking for Help in a Classroom:**

“I’m having a bit of difficulty with this problem; would you mind helping me out?”

**Inviting Someone Politely:**

“I was thinking of having a small gathering this weekend, and I would be delighted if you could come.”