

# **MAKING REQUESTS**

QUESTIONS & ANSWERS

# Making Requests

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- I was wondering if it would be possible to.....
- Is there any chance that I could.....
- Would it be alright if I.....
- I believe I'm entitled to/I deserve..... (a pay rise/a day off)

## **Level of politeness**

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- Will you open the door for me?
- Would you open the door for me?
- Would you please open the door?
- Could you please open the door?
- Could you possibly open the door?
- Would you kindly open the door?
- Would you mind opening the door?

# Accepting Requests

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- Ok, I don't see why not.
- Of course.
- No problem at all.

# Rejecting Requests

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- I'm afraid that's just not possible at the moment.
- That's out of the question.
- I'm afraid I have to turn your request down.

**You want  
the window  
closed.**



**Could / can you...**

**You want to  
use the  
computer.**



**Could / Can / May I** *could you*

**You want  
a drink of  
water.**



**Could/ Can/ May I ...**



**You want  
the door  
opened.**



**Could / Can you...**

**You want  
the TV to  
turned on.**



**Could / Can you...**

**You want  
to use the  
telephone.**



**Could / Can I ...**



**You want to  
borrow your  
friend's  
book.**



**Could / Can / May I ...**

**You want a  
sandwich.**



**Could / Can / May I ...**

**You want  
your  
teacher  
to speak  
slower.**



**Could / Can you ...**

**REQUEST: Can I have a  
copy of this letter?**

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## **REQUEST: Can I have a copy of this letter?**

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- **ACCEPTING:** Sure.  
Here you are.
- **REFUSING:** I am  
afraid that's not  
possible.



**REQUEST:     Can I borrow  
your pen?**

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**REQUEST: Can I borrow  
your pen?**

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- **ACCEPTING: Yes, no problem!**
- **REFUSING: Sorry.  
I'm afraid I need it.**

**REQUEST: Could you help  
me with this please?**

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**REQUEST: Could you help me with this please?**

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- **ACCEPTING:** Yes, of course.
- **REFUSING:** I am afraid I can't. Sorry.

**REQUEST:      Could I have  
some more tea please?**

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**REQUEST:      Could I have  
some more tea please?**

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- **ACCEPTING:    Yes, I'll  
get some.**
- **REFUSING:    Sorry -  
there is no tea left.**

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**MAY IS MORE POLITE  
THAN CAN OR COULD  
WHEN REQUESTING  
PERMISSION.**

**REQUEST:      May I sit here?**

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**REQUEST:      May I sit here?**

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- **ACCEPTING:**      Sure,  
please do.
- **REFUSING:**      Sorry,  
that's carla's seat.

**REQUEST:**  
**your phone?**

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**May I use**

**REQUEST:**      **May I use  
your phone?**

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- **ACCEPTING:**      Yes, of course.
- **REFUSING:**      Sorry, the line is out of order.

**REQUEST:**  
**us for dinner?**

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**Will you join**

**REQUEST: Will you join us for dinner?**

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- **ACCEPTING: Yes, with pleasure.**
- **REFUSING: I'm afraid I can't - sorry.**

**REQUEST:      Would you  
translate this for me please?**

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**REQUEST:      Would you  
translate this for me please?**

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- **ACCEPTING:**      Yes,  
with pleasure.
- **REFUSING:**      I'm  
afraid I can't - sorry.

**REQUEST:      Would you  
care to join us for lunch?**

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**REQUEST:      Would you  
care to join us for lunch?**

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- **ACCEPTING:**      with  
pleasure.
- **REFUSING:**      sorry.  
I've got an  
appointment.

**REQUEST:      Do you mind  
if i open the window?**

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**REQUEST:      Do you mind  
if i open the window?**

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- **ACCEPTING:**      No,  
not at all.
- **REFUSING:**      I'd  
rather you didn't. I feel  
cold.

**REQUEST:      Do you mind  
if I read your newspaper?**

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**REQUEST:      Do you mind  
if I read your newspaper?**

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- **ACCEPTING:      Please  
do.**
- **REFUSING:      I'm  
afraid it's not mine!**

**REQUEST:      Would you  
mind closing the door?**

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**REQUEST:      Would you  
mind closing the door?**

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- **ACCEPTING:      No  
problem.**
- **REFUSING:      I'm  
afraid I can't. It's  
blocked.**

**REQUEST:      Do you think  
I could borrow this book?**

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**REQUEST:      Do you think  
I could borrow this book?**

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- **ACCEPTING:**      Sure,  
go ahead.
- **REFUSING:**      Surry, It  
must be left here.

**REQUEST:      Do you think  
you could give this to Alex?**

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**REQUEST:      Do you think  
you could give this to Alex?**

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- **ACCEPTING:      Yes,  
sure.**
- **REFUSING:      I'm  
afraid I don't know  
Alex.**

**REQUEST:      Is it all right  
if I park here?**

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**REQUEST:      Is it all right  
if I park here?**

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- **ACCEPTING:      that's  
fine.**
- **REFUSING:      No.  
That's the boss's  
space!**