



# Making and Responding to Requests

COMMUNICATION AND PRESENTATION SKILLS

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# Making Requests

- ▶ The words we choose when making requests depend on:
  - our relationship with the other person
  - the nature of the request

# Making Requests

- ▶ A request that is easy to fulfill may require less polite language  
e.g. “Can I borrow your pen?”
- ▶ A request that is more of an imposition, usually requires more polite and careful language  
e.g. “I was wondering if it might be possible to borrow your car.”



# Easier Requests

Easier requests require less polite, and more direct language, such as:

- ▶ Can I ...?
- ▶ Could I...?
- ▶ Could you...?
- ▶ Can you...?
- ▶ I'd like you to....

# Harder Requests

Harder requests require more polite and careful language, such as:

- ▶ Would it be possible for you to ..., please?
- ▶ Could you tell me if you would be able to...?
- ▶ I was wondering if you could please...?
- ▶ Would you mind ..., please?
- ▶ I wonder if it's possible for you to ...?

# Group Practice

In your groups, discuss the questions and do the exercises to practice making and responding to requests.

Source:

(2010). *LINC 5-7: Classroom Activities*. Toronto Catholic District Schoolboard