

Instructions for doing this worksheet: The answers are given at the bottom. So try to answer the questions on your own and once you think you have all the answers, scroll down to answers and explanations.

Turning a demand into a polite question

Exercise 1: Rephrase this into a question:

Take this report to Tom.

Questions in a row

Exercise 2: Add questions and correct capitalization to this phrase:

Is this found in the report the project document did you just hear it somewhere

ANSWERS:

Exercise 1 correct answer:

Answer: Would it be OK to please ask you to take this report at your convenience? He needs to have it before 5pm.

Why:

- 1) This uses the word please
- 1) It can also say "Can you please take this report...." but this structure makes it even more polite by adding "Would it be OK..."

- 2) It doesn't ask to take the report quickly, but it implies that quickness is needed because the deadline is 5pm.

Exercise 2 correct answer:

Answer: Is this found in the report? The project document? Did you just hear it somewhere?

Why: It's a list of questions. Each is capitalized and there is a question mark at the end of each one. It can also be this sentence which replaces question marks with commas:

Is this found in the report, the project document, or did you just hear it somewhere?