**Requests**

You can use "could" or "would" to ask people to give you something or to do something for you. This is called "request". "Can" and "will" can also be used, but they are less polite:

Examples:

**Could you clean up the hall**, please?

Please, would you put away your toys?

Can you please turn down the TV?

Will hang up your jacket, please?

*A request often takes the form of a Yes/No question, so it ends with a question mark. The word "please" can make the request sound more polite. It can be placed at the beginning – followed by a comma (Please, …) , at the end – preceded by a comma (…, please), or before the main verb – without commas.*

**Would you mind doing …**

You can also use "Would you mind doing …" in making more formal requests.

Examples:

Would you mind turning off the lights, please?

Would you mind not picking the flowers in the garden?

**Remember:**

**The main verb that comes after "could", "would", "can", and "will" is always in the base form. (Could/Would/ Can/Will + lend …)**

**The main verb that comes after " Would you mind" is always in the –ing form.**

**(Would you mind + lending …)**

**Responding to a request**

When the request is a complaint, it's a good thing to apologize for what you have done. Proper apologies should have as many of the following elements as possible:

1. Give an excuse.

(I'm sorry I didn't realize you were sleeping.)

2. Admit responsibility or admit the mistake.

(I'm sorry. I forgot I broke the widow.)

3. Make an offer to fix the problem.

(I will fix the door right now.)

4. Make a promise that it won't happen again.

(I promise I will not smoke here again.)

**Remember:**

**Use "will" in your responses. (will fix, will not smoke)**

***Now go to your book for more examples, and then do the task.***

GOOD LUCK