

CHECK!

Making formal and informal requests

LEVEL

Intermediate (B1)

NUMBER

EN_B1_1114C

LANGUAGE

English

Let's check!

Can I make formal and informal requests?

- Can I report questions?
- Can I use phrases to ask for a favour?
- Can I write a brief email to politely request something?



Warm-up

Ask a classmate, in the classroom or in breakout rooms.

**When was the last time
you asked someone
for a favour?**



**When was the last time
you did a favour
for someone?**



Learning outcome 1

Can I report questions?



Practising reported speech: What did they ask?

You receive a call from one of the five callers listed below. **Report** the caller's questions.

Eg: "What time do you close?" → **They asked what time we closed.**
"Do you want some help?" → **They asked if I wanted some help.**

Caller 1 asks:

What are your opening hours?

Do I have to make an appointment?

Are there parking facilities?

Caller 2 asks:

What time is dinner on Friday?

Do I need to bring anything?

Will there be many other guests?

Caller 3 asks:

Are you busy on Saturday?

Will you be free to help me move apartments?

Can I borrow your car?

Caller 4 asks:

Are you collecting the kids from school?

Will you stop at the supermarket?

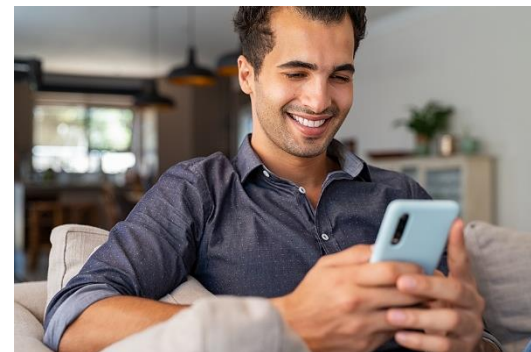
Can you pick up some milk?

Caller 5 asks:

Do you want to make some extra cash?

Can you work night shifts?

When are you able to start?





Let's check! Feedback round

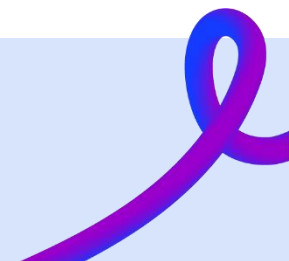
Your teacher will now highlight what was done well and some mistakes that were made **in the last activity** for you to reflect on.



Good examples



Find the mistake!





Learning outcome 2

Can I use phrases to ask for a favour?

Ask someone for a favour

1. **Choose** a person below. **Decide** what favour you're asking for and **prepare** some notes.
2. **Role-play** the conversation with a classmate. **Try** to convince them to say yes to you!



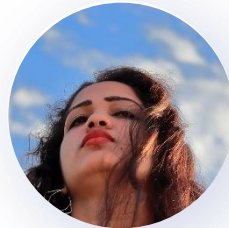
Sarah

You have an important appointment on Wednesday.
Try to swap shifts with a colleague.
Your colleague never usually works this shift.



John

You are going to a concert at the weekend.
Your babysitter is busy so you ask your parents.
The kids are young and full of energy.



Drew

You have locked yourself out of your apartment.
Your phone is dead.
You don't know your neighbour very well but you need their help!



Lucy

You are having a difficult time with your housemate and need a place to stay for a couple of weeks.
Your only option is to ask a friend who has a very small apartment.



Brian

You're having a garden party but you need a barbecue.
Try to borrow one from a friend.
You also don't drive, so you can't pick it up yourself.



Let's check! Feedback round

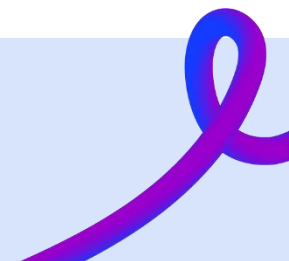
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Find the mistake!





Learning outcome 3

Can I write a brief email to request something politely?



Writing: making a polite request

1. **Choose** one of the three situations below.
2. **Write** a short email for your situation (in the chat). Will it be a more informal or formal email?

Email to a **colleague**:

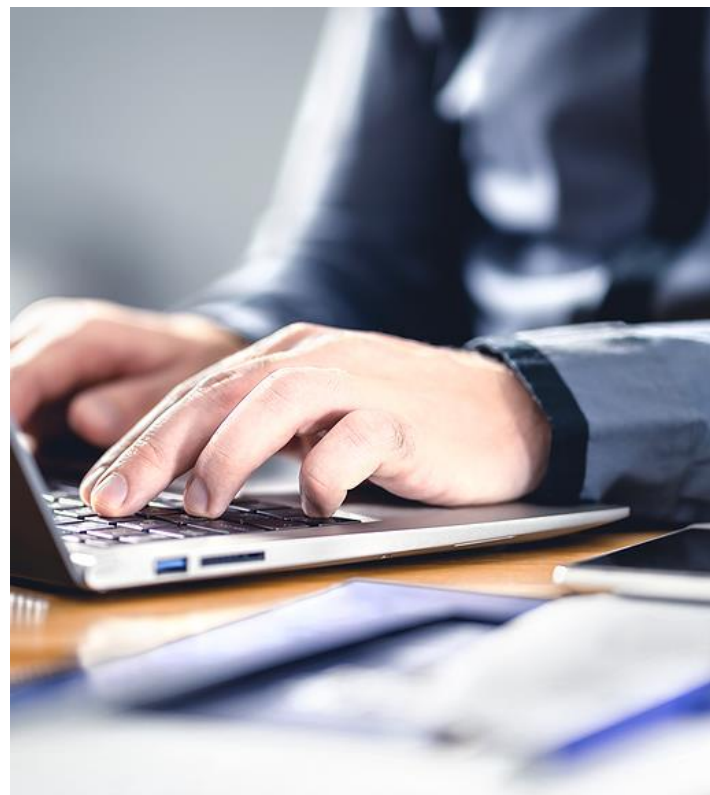
- 1 You have left the office to go home. You think you left your phone charger there. Get your colleague to check.

Email to a **manager**:

- 2 You want to book a holiday because you found a great deal on cheap flights. Your manager hasn't said yes to dates yet and you really need to know a.s.a.p.

Email to a **colleague on a different team**:

- 3 You missed a big meeting and need to find out what happened. You don't know these colleagues very well.





Let's check! Feedback round

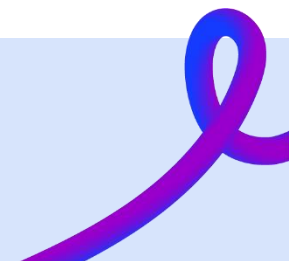
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Find the mistake!





- Can I report questions?
- Can I use phrases to ask for a favour?
- Can I write a brief email to politely request something?

Your teacher will now recommend whether you should move on to the next chapter or review lessons from this chapter.

End of the lesson

Idiom

Speak for yourself!

Meaning: Don't be too sure that everyone feels the same way as you.



Additional practice



Making polite requests

Imagine you are in the situation described below. **Make polite requests** to the waiter.

You are having dinner in a nice restaurant, but...

Your table is in a busy area right next to the kitchen and you see a free table by the window.

The music is a bit too loud for conversation.

You knocked your fork onto the floor and need a clean one.





Helping out

Who do you think the people in the picture are and how are they helping each other?
Imagine and talk about the favours they may ask.





**Do you think I
could borrow
three eggs?**

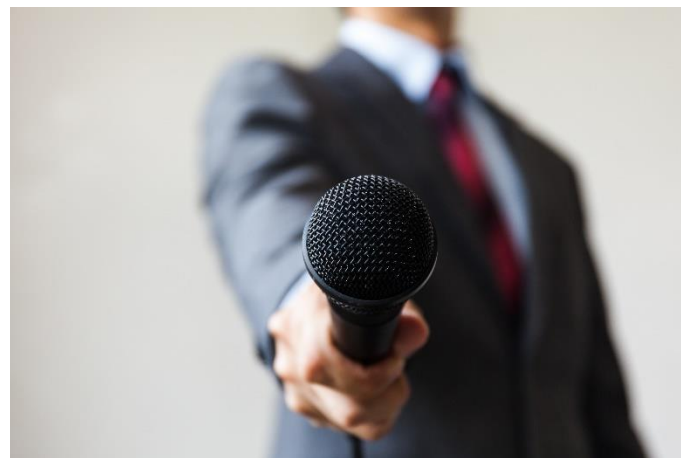
**Think of some other items
people frequently borrow from
or lend a neighbour or friend.
Use them in a sentence.**





Compare and contrast

Speak about the differences between formal and informal emails.



Then name some situations in which you would use each style.



Proverb



**You can catch more flies
with honey than with
vinegar.**

**What do you think this saying means in regard
to the topic of favours? Discuss.**



Would you mind...?

Practise asking for and granting favours using the phrases below.



Would you mind helping me out with these boxes?

No, not at all/Sure thing/No problem.



- watch my dog
- take a message
- have lunch with me
- have a break
- be quiet
- smoke outside



Reported speech

On Monday Emily has a job interview with an exciting new start-up. On Tuesday she speaks with her friend Vicki and tells her about the questions they asked. Act out the roleplay using the prompts.

1



The interviewer

*Can you speak French?
Do you have a driving licence?
What qualifications do you have?*

2



Vicki

*How was your interview yesterday?
What did they ask you?*

3



Emily

*Well, first, he asked me...
...and then...
Finally...*



Check Summary

Asking for a favour

Kinds of favours :

- personal favours, favours among strangers, work favour, deciding who to ask for favours

Asking for favours:

- Forming polite questions with *Could I...?* and *Could you...?*
- Asking for things vs. Asking people to do things

to borrow vs to lend:

- *to borrow* – intransitive/ *lend* - transitive
- *to borrow* means to take something from someone with the intention of returning it.
- *to lend* means to give something to someone else with the intention of getting it back.



Check Summary

Reported speech

Direct to reported speech – yes or no questions:

- Use of *if* and *whether*
- Tense shift: 'Do you have any tea?' she asked (present) → She asked me *if/whether* I had any tea. (past)

Direct to reported speech – *Wh-* questions:

- *How much money do you have?* she asked → She asked how much money I had.
- Note tense shift and change in position of verb
- Note helping verb is dropped when verb changes to past simple

Pronoun shifts:

- During change to reported speech pronouns are often changed
- *Are you moving today?* → She asked if I was moving that day. (you → I)



Check Summary

Writing a short email

Email format

- Subject line/address
- Salutation (*Hi, Hello, Dear*)
- Complimentary close/signature (*Regards, Yours sincerely*)

Style

- Formal phrases vs informal/conversational
- Contractions (*I'd*) vs long forms (*I would*)
- Missing words (*Look forward to hearing...*) vs full sentences (*I look forward to hearing...*)

Structure

- Introduction/opening sentence
- Body
- Closing

Polite requests

- Introduction of adverb possibly:
 - *Could you possibly do the washing up this time?*
 - *I would be grateful if you could send us an illustrated catalogue.*



Vocabulary

to do a favour

to give someone a hand

to lend (someone) something

to borrow something

Would you mind... + -ing

Could you...?

Would you...?

Can you...?

Will you...?

to pass



Vocabulary

first edition

to stock (a product)

to have (a product) in stock



Vocabulary

Could you possibly...?

I would be grateful if...

ASAP

