

# Asking for a favour

COMMUNICATION

LEVEL  
Intermediate

NUMBER  
EN\_BE\_3411X

LANGUAGE  
English

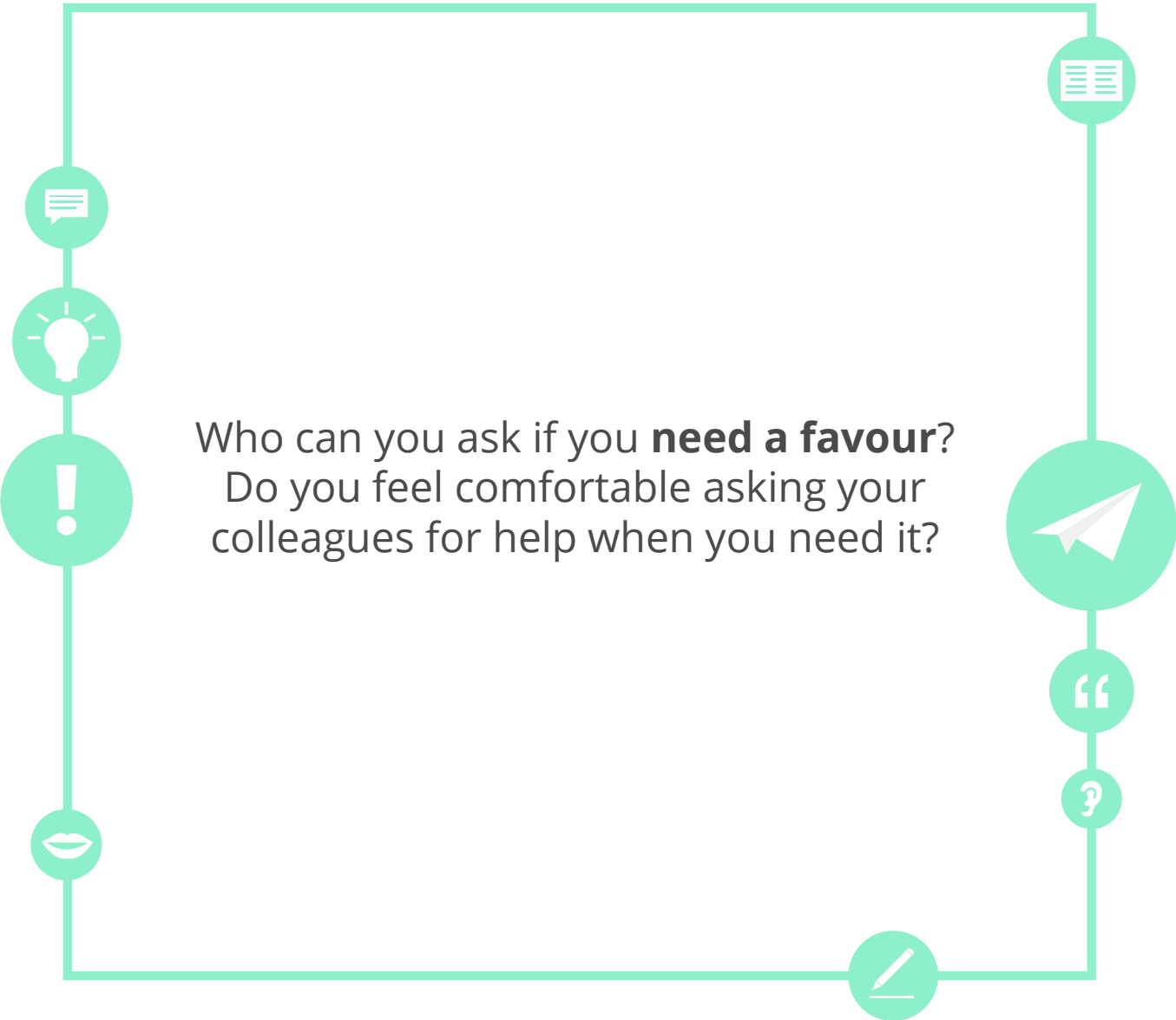




## Goals

- Can use some more advanced expressions to ask for and accept a favour.
- Can use modal verbs to make polite interruptions during a conversation.





Who can you ask if you **need a favour**?  
Do you feel comfortable asking your  
colleagues for help when you need it?



## Conversation techniques

In this lesson, you're going to learn **advanced conversation techniques** so that you can **ask for favours**, speak with **confidence**, and **interrupt** others when necessary.



I need a favour.



## Asking for a favour

Here are some phrases you can use to **ask someone for a favour**. If you want to be very **polite**, you can use **modal verbs**.

### Asking for a favour

Have you got a minute?

I need a favour.

Would you be able to...?

Is there any chance you could...?

Could you do me a favour?



## Refusing to do a favour

Sometimes, we have to **say no** when someone asks us to do them a **favour**. We should try to say no as **politely** as possible, so here are some phrases to do that.



**I would if I could but** I'm so busy this week.



**I'd like to help but** I can't this afternoon.

## Accepting a favour

If someone says that they will **do you a favour**, you should say **thank you** – of course!  
It can be **more or less formal** depending on who you are talking to.



**Thanks** so much!



**Thank you**, Sarah, that's really helpful.



## Fill in the gaps

Fill in the gaps with words from the previous pages.

1. I would if I \_\_\_\_\_, but I've got a lot to do today.
2. Is there any \_\_\_\_\_ you could work late tomorrow?
3. I need a \_\_\_\_\_.
4. I'd like to \_\_\_\_\_ but I have to pick up my children from school tonight.
5. \_\_\_\_\_ you be able to read through my CV before I send it?







## Speaking

**Decide if these phrases are for accepting or refusing to do a favour. Can you think of any more?**

I'm not sure if I  
can.

That'll be  
brilliant, thanks.

Ben, thank you  
for agreeing to  
this.

I wish I could but  
I really can't  
today.



## Speaking

What kind of favours do people often ask for at work?



To work late

To make someone  
a cup of tea

## Interrupting

Sometimes, when you need to ask for a favour it might be necessary to **interrupt**. That means, **stopping the person from talking** and **asking a question** or **making a statement**.

You might also need to **interrupt** when one person is **dominating a conversation** or you **didn't understand** something.

To interrupt politely, we often use **modal verbs** like *may*, *could*, and *would*.



## Interrupting politely

- If you want or need to **interrupt someone** while they are speaking, **it is good to do it politely**. To do that, we often use **modal verbs**.

### Try using these phrases

Could I please say something about that?

Could you please repeat that?

May I interrupt you for a second?

May I ask you a question about that?

Would you mind explaining that again?





## Stronger interruptions

- If necessary, you might also need to **interrupt more assertively**.
- The following phrases **could sound rude** so **be careful when you use them!**



**Just a moment!**

**Wait a minute, please.**





## Unscramble

A

say

about

please

something

could I

that



B

a

may I

for

interrupt

second

you



## Interrupt each other

**Have a conversation about your work (where you work, what you do, what it's like, etc.) with your classmates and/or teacher and practise interrupting when the other person is speaking.  
Try to interrupt both politely and more assertively.**





## Fill in the gaps



Henry, listen to this! I just heard the funniest...

Yes, sure. Is everything ok?

I \_\_\_\_\_ I could but I have to pick my son up at 4pm too!

Sorry, Jen. May I \_\_\_\_\_ you for a second?

I \_\_\_\_\_ a favour. I am supposed to be working until 6pm tonight but I need to collect my son at 4. Is there any \_\_\_\_\_ you could take my last meeting?





## Role play

**Role play a conversation between two colleagues. Look back at p.16 to help you and swap roles when you are done.**



**Student A:**

**You are talking to your colleague. When they interrupt and ask for a favour, decide if you will say yes or no.**



**Student B:**

**You have a problem and you need to interrupt student A and ask for a favour.**



## Game

■ Tell your classmates about 2 big favours you have done for someone. One should be true and one should be a lie. Your classmates have to guess which is which.



I walked my neighbour's dog for a month.

Hmm that might be true.

I cleaned my sister's house when she was on holiday.

No way! I think the dog walking is true.



## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?



If you have time, go over  
the most difficult slides again





## Answer key

### Exercise p. 16

Interrupt, need, chance, wish

### Exercise p. 14

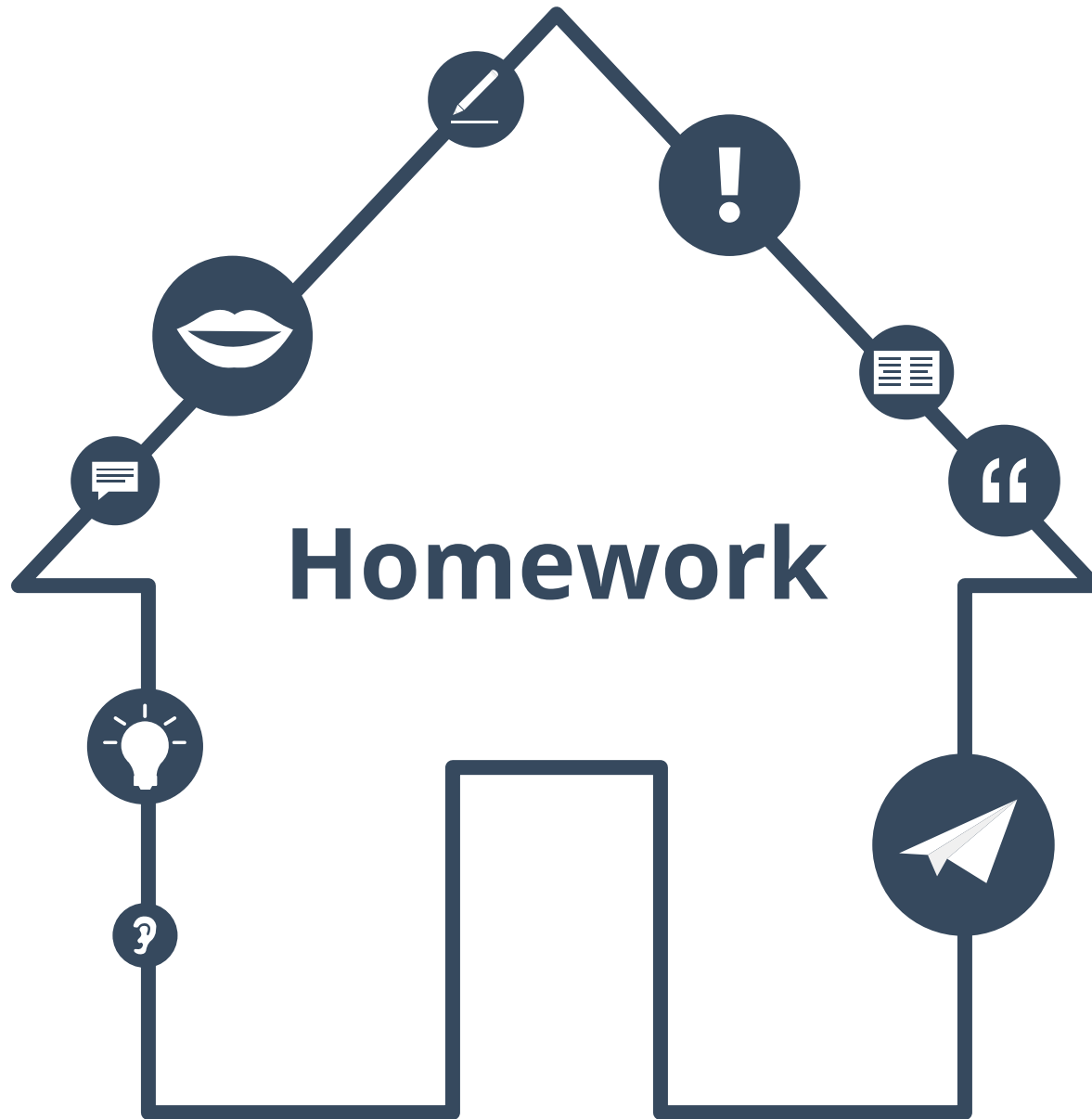
A. Could I say something about that please? B. May I interrupt you for a second?

### Exercise p. 9

Accepting: That'll be brilliant, thanks. Ben, thank you for agreeing to this.  
Refusing: I'm not sure if I can. I wish I could but I really can't today.

### Exercise p. 8

1. could, 2. chance, 3. favour, 4. help, 5. Would





## Categorise

Asking for a  
favour

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Interrupting

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1. Could I please say  
something about  
that?

2. I need a favour.

3. Have you got a  
minute?

4. Could you please  
repeat that?

5. May I interrupt  
for a second?

6. Would you be  
able to...?

7. Would you mind  
explaining that  
again?

8. Can you  
elaborate on that?

9. Is there any  
chance you could...?

10. Could you do  
me a favour?



## Write a dialogue

**Write a dialogue similar to the role play that you did on p. 17.  
Make sure you use some phrases from the lesson.**

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## Homework answer key

### **Exercise p. 23**

Asking for a favour: 2, 3, 6, 9, 10  
Interruptions: 1, 4, 5, 7, 8



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