



# Making requests

A request is how we politely ask someone to do something. There are many types of requests depending on where we are and who we are talking to. There are some forms that are considered to be more polite than others.

**Polite:** Can you help me with this new computer program?

**More polite:** Could you help me with this new computer program?

Would you help me with this new computer program?

Do you think you could help me with this new computer program?

Could you possibly help me with this new computer program?

Do you mind helping me with this new computer program?

Would you mind helping me with this new computer program?

**Response:** Sure. / Of course. / No problem.



# Making Offers

- We make an offer when we want to do something for someone, or say that we will do it.

Can I open the door for you?

*Yes, please. / No, thanks.*

Shall I open the door for you?

I'll open the door for you.

- An offer also means to ask someone if they want something.

Would you like something to drink?

# Permission

A permission is asked when someone wants to be allowed to do something.

There are some forms which are considered to be more polite than others.



Polite :	<u>Can</u> we go home now?
More polite :	<u>Could</u> we go home now?
	<u>Do you think</u> we <u>could</u> go home now?
	<u>May</u> we go home now?
	<u>Do you mind</u> if we go home now?
	<u>Is that all right if</u> we go home now?
Response :	Yes, you can. / That's all right.
	No, you can't. / Sorry, no.

## 1: OFFERS

### Offering food / drink

**Would you / anyone like...?** a cup of tea?  
an omelette?

### Offering to do things for others

**I / we can** carry your bag.  
**How may / can I / we?** help you?  
**May / Can I / we?** help you?  
**Shall I / we?** take your shopping?

## 2: REQUESTS

### Asking for something

**Can I / we have ?** a glass of water, please?  
**Could I / we have ?** a receipt, please?  
**May I / we have ?** those postcards, please?

### Asking people to do something

**Can you ?** wait a moment please?  
**Could you ?** tell me where the post office is?  
**Would you?** call the bank ?  
**Will you?** - Possible but not common  
**Would you mind + ING?** telling me where the train station is, please?

## 3: PERMISSION

### Asking for permission

**Can I / we?** borrow your pen?  
**Could I / we?** use your phone?  
**May I / we?** come in?

### Giving and refusing permission

Sorry, **you can't** borrow my pen.  
**Yes, you may** use my phone.  
come in.

## 4: INVITATIONS

**Would you / anyone like...?** to come for dinner on Friday night?  
**Will you?** join us for coffee?

**USES:** We can use can, could, may or might depending on the situation.

**In general:**

- **Can** is the most informal.
- **Could** is more polite than can.
- **May** is more formal than can and could
- **Might** is the most polite but the least common.

**GRAMMAR NOTE:**

**Modal Verb + BARE INFINITIVE**

**Could** you tell me where the train station is, please?