

a) How to make a request

Would...	...you...	... (give me a lift home tonight), please?
Could...		
Will...		
I wonder(ed) if...	...you'd...	
	...you could...	

Would you mind...	...(giving me a lift home)?
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b) How to respond favourably to a request

Yes,	of course. certainly.
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No,	not at all. of course not.
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PRACTICE 1

Work in pairs. Take turns to make and agree to a request, using the words below. Try to ask and answer in as many different ways as possible.

- 1 help me with the luggage
- 2 open the window
- 3 take the car to the garage
- 4 put the lights off when you go to bed
- 5 tell John I can't see him tomorrow
- 6 show me your passport
- 7 turn down the volume a bit
- 8 wake me up at seven.

c) How to refuse a request politely

<p>I'm afraid I can't. Sorry, I can't. Actually I wish I could help you but I'm (terribly) sorry but</p>	<p>(I have to rush off to my sister's after the lesson).</p>
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PRACTICE 2

Work in pairs. A makes polite requests, using the words below. B refuses politely, using the words in brackets. Try to ask and answer in as many different ways as possible.

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| 1. give me a lift to the party | <i>(I'm not taking the car.)</i> |
| 2. post this letter | <i>(I 'm not going anywhere near the post office.)</i> |
| 3. babysit for me on Thursday | <i>(I've got to go to a meeting.)</i> |
| 4. help me with my homework | <i>(It's too difficult for me, too.)</i> |
| 5. pick me up from the theatre | <i>(The car's still at the garage.)</i> |
| 6. show me the way to the post office? | <i>(I'm a stranger here myself)</i> |
| 7. lend me £5 | <i>(I've only got 50p on me.)</i> |
| 8. help me move the piano | <i>(My doctor's told me I mustn't lift heavy weights.)</i> |