

MAKING REQUESTS POLITELY

A2-B1 | Functional language for asking politely

1 Useful phrase patterns

Use these phrases to ask for help, information, or permission politely.

Can you ...?

Can you help me, please?

Could you ...?

Could you open the window?

Can I ...?

Can I use your phone?

Could I ...?

Could I ask a question?

Would you mind ...?

Would you mind waiting here?

May I ...?

May I come in?

Please could you ...?

Please could you repeat that?

Is it OK if I ...?

Is it OK if I sit here?

2 Respond to the situations

Write one polite request for each situation. Try to use a range of phrases.

1. You cannot hear the teacher.

2. You want to borrow a classmate's pen.

3. You need help carrying a heavy bag.

4. You want to open a window in class.

5. You are late for a meeting.

6. You do not understand a word in English.

7. You want to use a friend's computer.

8. You need your colleague to send an email again.

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A2-B1 | Suggested answers

3 Possible answers

These are examples only. Other accurate and suitable responses are also correct.

Encourage students to use a range of phrase patterns from page 1.

1. Could you speak louder, please?

2. Can I borrow your pen, please?

3. Can you help me carry this bag, please?

4. Would you mind if I opened the window?

5. May I come in? I am sorry I am late.

6. Please could you explain this word?

7. Is it OK if I use your computer?

8. Could I ask you to send the email again, please?
