

MAKING REQUESTS POLITELY

B2-C1 | Functional language for making tactful requests

1 Useful phrase patterns

Use these phrases to make professional requests clearly and considerately.

Would it be possible to ...?

Would it be possible to extend the deadline?

I was wondering if ...

I was wondering if you could review this.

Would you be able to ...?

Would you be able to join the call?

Could I ask you to ...?

Could I ask you to clarify that point?

I would appreciate it if ...

I would appreciate it if you replied today.

Would you mind ...?

Would you mind sharing the figures?

If it is convenient, ...

If it is convenient, could we meet tomorrow?

May I request ...?

May I request a copy of the contract?

2 Respond to the situations

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

1. You need a client to confirm a meeting time.

2. You need more time to finish a report.

3. You want a colleague to review a presentation.

4. You need a manager to clarify a new policy.

5. You want a supplier to send an updated price list.

6. You need a team member to join a call at short notice.

7. You want to move a meeting to next week.

8. You need access to a shared project folder.

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B2-C1 | Suggested answers

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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. I was wondering if you could confirm a suitable meeting time.

2. Would it be possible to extend the report deadline by two days?

3. I would appreciate it if you could review the presentation.

4. Could I ask you to clarify how the new policy will work?

5. Would you mind sending us an updated price list?

6. Would you be able to join the call this afternoon?

7. If it is convenient, could we move the meeting to next week?

8. May I request access to the shared project folder?
