

MAKING REQUESTS POLITELY

B2-C1 | Conversation practice examples for making tactful requests

Conversation: Requesting a meeting adjustment

Elena	Would it be possible to move tomorrow's review from nine to ten? The school has changed my daughter's appointment.
Manager	I can move it, but the finance lead needs to leave at half past ten.
Elena	I was wondering if we could cover the budget first, then continue with the other items after she leaves.
Manager	That should work if you've sent her the figures in advance.
Elena	I have. Would you be able to let her know about the revised time? I don't have her direct number.
Manager	Yes, I'll call her this afternoon. Can you update the meeting invitation?
Elena	Of course. I'd appreciate it if you could tell me whether she confirms, so I know whether to prepare a shorter budget summary.
Manager	I'll message you as soon as we've spoken. Thanks for giving us time to rearrange it.

Key phrases: *Would it be possible to / I was wondering if / Would you be able to / I'd appreciate it if*

Conversation: Checking permission to quote a speaker

Editor	We're preparing a short report on the event. Would you mind us including a quotation from your talk?
Speaker	Not at all. Which part would you like to use?
Editor	The example about rural transport. Could I ask you to check the wording before we publish it?
Speaker	Yes. That example refers to a local trial, so it needs a little context.
Editor	I'll include the sentence before it as well. If it's convenient , could you review the paragraph by Thursday?
Speaker	Thursday is fine. Please send the full page so I can see how it fits.
Editor	Certainly. Would you prefer your university title or just your name in the attribution?
Speaker	My name and department, please. I'll send the exact wording with my comments.

Key phrases: *Would you mind / Could I ask you to / If it's convenient*

Create your own conversation

Choose one prompt. Use at least two key phrases and include a natural response and follow-up.

Prompt 1: Request a scheduling change while considering another participant's constraints.

Prompt 2: Ask permission to use someone's words. Request a review and agree on a realistic deadline.