

## Activity Type

Vocabulary Exercises: forming questions, word completion

Speaking Activity: asking and answering questions from prompts (pair work)

## Focus

Making polite requests

Accepting and declining requests

Indirect questions

## Aim

To practice the language for making, accepting and declining polite requests.

## Preparation

Make one copy of the worksheet for each student.

## Level

Intermediate (B1)

## Time

20 minutes

## Introduction

Here is a making polite requests worksheet to help students practice the language for making, accepting and declining requests politely.

## Procedure

Give each student a copy of the worksheet.

Draw the students' attention to the ten polite phrases for making requests at the top of the worksheet and review the language with the class.

The students then use the ten phrases to make requests for the situations on their worksheet.

When the students have finished, review their answers.

Next, students fill in the missing letters in the phrases that accept and decline requests.

Afterwards, check the answers together as a class.

Exercise B - Answer key

1. Of course not.
2. Sure, no problem.
3. Sure, I can do that.
4. No, not at all.
5. Certainly.
6. Normally, I would, but...
7. I'm sorry, but...
8. I'm sorry. I can't.
9. Yes, I'm afraid I do.
10. I'd like to, but...

Students then work with a partner and take it in turns to make, accept and decline requests using the situations from Exercise A and phrases from Exercise B.

**A. Use the polite phrases in the box to make requests for the situations (1 to 10) below.**

I wonder if you could...	Is there any chance you could...?
I'd be grateful if you could...	Would you mind -ing...?
Could you possibly...?	Would it be possible...?
Do you think you could...?	Do you mind -ing...?

1. Ask a friend for a favour.  
.....
2. Ask a policeman to give you directions.  
.....
3. Ask someone to lend you something.  
.....
4. Ask a friend to get you something.  
.....
5. Ask someone to open the door for you.  
.....
6. Ask a friend to buy you something from the shop.  
.....
7. Ask a waiter to bring you the bill.  
.....
8. Ask someone to open the window for you.  
.....
9. Ask a friend to give you a lift somewhere.  
.....
10. Ask someone to tell you the time.  
.....

**B. Now, fill in the missing letters in the phrases that accept and decline requests.**

Accepting requests	Declining requests
1. Of c _ _ _ _ _ n _ _	6. N _ _ _ _ lly, I w _ _ ld, _ _ t ...
2. Sure, n _ p _ _ _ _ _ m	7. I'm _ _ _ _ _ y, _ _ t ...
3. Sure, I c _ _ d _ t _ _ t	8. I'm s _ _ _ _ y. I _ _ n't
4. No, n _ _ a _ a _ _	9. Y _ _ , I'm af _ _ _ d I _ _
5. C _ _ t _ _ _ l y	10. I'd l _ _ e to, b _ _ ...

**C. In pairs, take it in turns to make, accept and decline requests using the situations from Exercise A and phrases from Exercise B.**