Make and Respond to Requests

B2 · Speaking · WORKSHEET

Name: _____ Date: _____

1. Choose the best answer.

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1. Which is the most polite?
   Choices: I was wondering if you'd be able to help me. / Help me. / Can you help me now?

   Answer: _____

2. Choose.
   Choices: Would you mind opening the window? / Would you mind to open the window? / Would you mind open the window?

   Answer: _____

3. Which refuses politely?
   Choices: I'm afraid I can't, but I could do it tomorrow. / No. / I won't.

   Answer: _____

4. Which accepts warmly?
   Choices: Sure, no problem. / If I must. / Maybe.

   Answer: _____

2. Complete the sentence.

Write one or two words.

1. Would you ___ opening the window?

2. I was wondering ___ you'd be able to help me.

3. I'm ___ I can't, but I could do it tomorrow.

4. ___ , no problem.

3. Your turn.

Write your own answers.

1. Ask a colleague for help politely.

3. Your turn. (continued)

2. Ask your manager for a favour very politely.

3. Refuse politely and offer an alternative.