



BEING POLITE

Polite Requests

Complete the sentences using the correct polite request phrase:

1. Could you please _____ (close / shut) the door?
2. I would appreciate it if you could _____ (help / do) me a favor.
3. Would you mind _____ (helping / giving) me a hand?
4. Can I _____ (borrow / lend) a piece of paper from you?
5. May I _____ (ask / suggest) to use your pen?

Making Requests

Write a polite request for each situation:

1. You need to borrow a book from a classmate.
_____.
2. You want to ask a teacher for extra help.
_____.
3. You need to ask a friend to meet at a different time.
_____.
4. You want to request a day off from work.
_____.
5. You need to ask a family member to pass the salt.
_____.

Giving Permission

Write a polite response to each request:

1. "May I use your computer?" _____
2. "Can I borrow your notes?" _____
3. "Is it okay if I sit here?" _____
4. "May I have a sip of your water?" _____
5. "Can I ask you a question?" _____

Teacher's Key

Polite Requests

Complete the sentences using the correct polite request phrase:

1. Could you please **close** (close / shut) the door?
2. I would appreciate it if you could **do** (help / do) me a favor.
3. Would you mind **giving** (helping / giving) me a hand?
4. Can I **borrow** (borrow / lend) a piece of paper from you?
5. May I **ask** (ask / suggest) to use your pen?

Making Requests

Write a polite request for each situation:

1. You need to borrow a book from a classmate.
"May I borrow your book, please?"
2. You want to ask a teacher for extra help.
"Could I schedule a meeting with you for extra help?"
3. You need to ask a friend to meet at a different time.
"Would it be possible to meet at 2 PM instead of 3 PM?"
4. You want to request a day off from work.
"I would like to request a personal day on Friday, please."
5. You need to ask a family member to pass the salt.
"Could you please pass the salt?"

Giving Permission

Write a polite response to each request:

1. "May I use your computer?" *"Yes, of course! Please feel free to use it."*
2. "Can I borrow your notes?" *"Sure, I'd be happy to share my notes with you."*
3. "Is it okay if I sit here?" *"Yes, please have a seat."*
4. "May I have a sip of your water?" *"Yes, help yourself to a sip of water."*
5. "Can I ask you a question?" *"Of course! I'm here to help."*