

Activity Type

Vocabulary Exercises: gap-fill, categorising, writing sentences from prompts, error correction

Speaking Activity: asking and answering questions from prompts, creating and presenting a dialogue, freer practice (pair work)

Focus

Making requests

Accepting and declining requests

Aim

To learn how to make, accept and decline requests using various phrases.

Preparation

Make one copy of the three-page worksheet for each student.

Level

Intermediate (B1)

Time

60 minutes

Introduction

In this engaging making requests worksheet, students learn how to make, accept and decline requests using various phrases.

Procedure

Give each student a copy of the three-page worksheet. Ask the students to read the two dialogues and fill in the gaps with the words in the box. Students then read the two conversations with a partner and compare their answers. Afterwards, check the answers as a class.

Exercise A - Answer key

- | | | |
|------------|-----------|-----------|
| 1. mind | 5. chance | 9. giving |
| 2. course | 6. sorry | 10. not |
| 3. Can | 7. Could | 11. think |
| 4. problem | 8. sure | 12. like |

Next, students identify the phrases used to make requests in the two dialogues and write them in the table. Students then write in the phrases used to accept or decline each request.

Exercise C - Answer key

Making requests	Accepting requests	Declining requests
Would you mind +ing...?	Of course not.	(Yes, I would.)
Can you...?	Sure, no problem.	(I'm sorry, but...)
Is there any chance you could...?	(Sure, I can do that.)	I'm sorry. I can't.
Could you...?	Yes, sure.	(I'm afraid I can't.)
Do you mind +ing...?	No, not at all.	(Yes, I'm afraid I do.)
Do you think you could...?	(Certainly.)	I'd like to, but...

In the empty squares, have the students write other phrases they could use to accept or decline the requests. Possible answers are in brackets.

Students then use the phrases from the table to write requests and replies from a set of prompts. Following that, the students write four requests of their own and practice making, accepting and declining the requests with a partner. Students then read some short impolite dialogues and rewrite the requests and responses to make them more polite. Finally, students write a conversation in pairs where they make, accept and decline requests. These conversations are then presented to the class.

A. Read the two dialogues and fill in the gaps with the words in the box.

chance think can giving sure mind sorry not could like problem course

Dialogue 1

Nicole: Mark, would you (1) sending those email attachments again?

Mark: Of (2) not. I'll go and do it now.

Nicole: Thank you. See you later.

Mark: Oh no! Ben, are you busy?

Ben: No, not at the moment.

Mark: (3) you help me?

Ben: Sure, no (4) How can I help?

Mark: Nicole wants me to send those email attachments again and I can't find them anywhere.

Ben: I still have them. I'll email them to you now.

Mark: Thanks.



Dialogue 2

Nicole: Do you have a moment?

Mark: Yes, what can I do for you?

Nicole: Is there any (5) you could work late tonight?

Mark: I'm (6) I can't. I have a doctor's appointment after work.

Nicole: OK. What about on Friday? (7) you work late then? I really need your help.

Mark: Yes, (8) That's fine.

Nicole: Thanks very much. Oh, one more thing. Do you mind (9) these keys to Jason?

Mark: No, (10) at all. Actually Nicole, I also have a request.

Nicole: Really! What is it?

Mark: Do you (11) you could give me a raise?

Nicole: I'd (12) to, but you've only been working here a month. Ask me again in three months.

Mark: OK. Thanks.



B. Now, read the two conversations with a partner and compare your answers.

C. Identify the phrases used to make requests in the two dialogues and write them in the table below. Then, write in the phrases used to accept or decline each request.

Making requests	Accepting requests	Declining requests

In the empty squares, write other phrases you could use to accept or decline the requests.

D. Use the phrases from the table to write a request for each prompt below.

Example:

Ask someone to write down their name and address.

Could you write down your name and address, please?

1. Ask someone to open the door for you.

2. Ask someone to drive you to the airport.

3. Ask someone to make you a cup of coffee.

4. Ask someone to change the TV channel for you.

5. Ask someone to tell you the time.

6. Ask someone to lend you something.

Now, write a reply to each request.

- | | |
|---------|---------|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

E. Write four requests of your own and practice making, accepting and declining the requests with a partner.

- 1.
- 2.
- 3.
- 4.

F. The following short dialogues are impolite. Rewrite the requests and responses to make them more polite.

- 1. A: Lend me 20 dollars until tomorrow. A:
 B: No. B:
- 2. A: Tell me the way to the bus station. A:
 B: No. B:
- 3. A: Meet me tomorrow at 10 a.m. A:
 B: Alright. B:
- 4. A: Drive me to the train station. A:
 B: No. B:
- 5. A: Bring me the bill. A:
 B: OK. B:

G. In pairs, write a conversation where you make, accept and decline requests.

- A. B.
- A. B.
- A. B.
- A. B.
- A. B.
- A. B.
- A. B.

H. Now, present your dialogue to the class.