

**1** You use *can I* or, to be more polite, *can I possibly* or *could I* (possibly):

a when you offer to do something for someone:



b when you ask if it is OK to do something:

Can I take the last biscuit?

Could I borrow £10 from you, Sam? I'll pay you back soon.

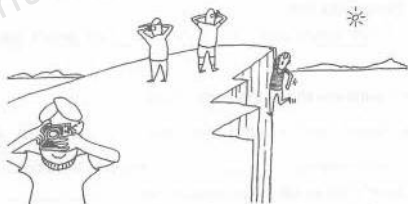
**2** You can use *I'll* to offer to do something. It is more informal than *can I* or *could I*:

I'll take you into town if you want.

I'll answer the door for you.

**3** You use *can you* or, to be more polite *could you* to make a request:

Can you help me with the washing-up, Harry, please?



'Could you come here, please? I need some help.'

You can also use *would you mind + -ing* to make a request, and *would you mind not + -ing* to ask them to stop doing something:

Would you mind answering a few questions, please?

Would you mind not smoking?

Would you mind not talking during the examination, please?

**4** You use *would you* or *will you* to make a polite request to someone when you are more important than them. *Would you* is more polite than *will you*:

Jane, would you open the letters on my desk, please?

Will you be quiet for a moment, please?

**5** You use *would you like* to offer someone something:

Hugh, would you like another drink?

Would you like to come to Scotland with us?

**A** Change these statements into polite questions, using *could*:

- I want to have another cup of coffee. \_\_\_\_\_?
- Give me a cigarette. \_\_\_\_\_?
- Tell me when the train leaves. \_\_\_\_\_?
- We want to have a table near the window. \_\_\_\_\_?
- I want to have a ticket to London. \_\_\_\_\_?
- I want to go home early today. \_\_\_\_\_?

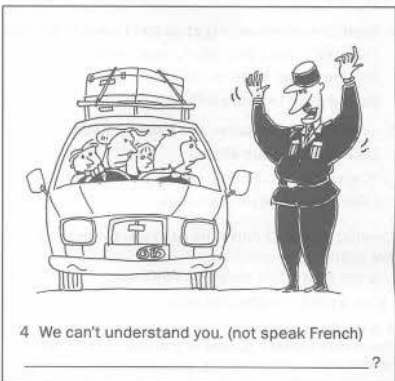
**B** Do the same with these questions, using *would you like* to make them into polite offers:

- Do you want to watch TV now? \_\_\_\_\_?
- Do you want soup with your meal? \_\_\_\_\_?
- Do you want to go home now or later? \_\_\_\_\_?
- Do you want sugar in your tea? \_\_\_\_\_?
- Do you want me to type these letters? \_\_\_\_\_?
- Do you want us to help you plan the meeting? \_\_\_\_\_?
- Do you want a single or a double room? \_\_\_\_\_?
- Do you want me to start work early tomorrow? \_\_\_\_\_?

**C** Complete the requests using *Would you mind ...?* following the model:

e.g. I'm hot. (open the window) *Would you mind opening the window?* \_\_\_\_\_

- It's cold in here. (close the door) \_\_\_\_\_?
- I can't concentrate. (turn the music down) \_\_\_\_\_?



- The manager is busy at the moment. (wait a minute) \_\_\_\_\_?
- I'm sorry, Simon's not here now. (leave a message) \_\_\_\_\_?