

Asking Permission & Making Requests

Many times at work you will find yourself needing help or needing approval to do something.

A. In pairs, read the two dialogues and fill in the blanks using the words in the box. Then practice the conversations together.

problem	course	may	could	not sure
alright	could	course	sure	giving

1)

Jane: Mark? *Would you mind* _____ me those e-mail attachments again?

Mark: Of _____ not. Ben, are you Busy?

Ben: Not at the moment.

Mark: _____ you help me? I can't find the attachments I need to send to Jane.

Ben: _____, no problem . Here they are.

Mark: Thanks.

2)

Nicole: Hi Mrs. Black. Do you have a moment?

Mrs. Black: Hi Nicole. Yes. What can I do for you?

Nicole: *Is it* _____ *if* I take tomorrow afternoon off?

Mrs. Black: I'm _____, because tomorrow might be really busy.

Nicole: What about Friday afternoon?

Mrs. Black: Friday? That's fine. _____ you send me an e-mail as a reminder?

Nicole: Yes, of _____.

Mrs. Black: Is there anything else I can do for you?

Nicole: Yes, _____ / use the company car to make the deliveries this afternoon?

Mrs. Black: Not a _____. Just make sure you lock the car when you return it.

B. Which conversation do you think involves asking for permission and which involves making requests?

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C. Look at the phrases in *italics* in the previous conversations. Use these to complete the following charts.

Making a Request
<i>Would you mind...?</i>

Asking Permission

D. Complete the following sentences using the verbs below. Make sure to use the correct verb form.

help send call take use work

1. Do you think you could work this Sunday?
2. Can you _____ me tomorrow?
3. Could I _____ your computer this afternoon? Mine's not working.
4. Would you mind _____ me an e-mail about that?
5. Is it OK if I _____ Friday off?
6. Would you mind _____ me with this report?

E. Match the requests (1 to 6) in the previous exercise to the following responses.

- A. I'm sorry, but we really need you that day. _____
- B. I'm sorry, but I need it. What's wrong with yours? _____
- C. Sure. What time should I call you? _____
- D. I'm afraid I can't just now. Maybe Joe can help you. _____
- E. Of course not. _____
- F. Yes, of course. Should I come in at ten o'clock? _____

Asking Permission & Making Requests

F. In pairs, write a conversation about asking for permission and making requests.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

G. Now, present your dialogue to the class.

