**Requests in English**

To request: to ask for an action, object, information, or permission.

ONE: TYPES OF REQUESTS Example one Example two

1. ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Close the window”)
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Would you close the window?”)
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“It’s cold in here.”)

TWO: MAKING REQUESTS

Situation: In class, the teacher wants me to read from the textbook, but I forgot it at home. A classmate next to me has their textbook. I need to borrow it. *How can I ask?*

Direct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indirect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hint: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Context: Which request would you use with a friend? With a teacher? Do the requests need to be changed? *Write the request below and edit it if needed.*

To a friend, I would say: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To a teacher, I would say: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THREE: SOFTENING REQUESTS

In English, I want to soften the request if:

1. It is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ request.
2. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ know the person very \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. They have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ status than me.
4. I want to sound \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

To make a request softer and more polite, it helps to:

1. Prepare them 3. Give a reason 5. Promise reward

2. Get precommitment 4. Acknowledge them 6. Minimize imposition

FOUR: IDENTIFY SOFTENERS

Circle the request (what do I want?) and underline the softeners (how am I being polite?).

1. I know class is over, but I only have one more question on the test. Could I please have five more minutes? Unless you have to leave right now.
2. So I’ve been applying to jobs, and I was wondering if I could use you as a reference. We’ve worked together, so I think you know me well, and I will be a reference for you if you ever need!

FIVE: WORDS USED TO SOFTEN REQUESTS

In addition to phrases, we can use words.

For example: “\_\_\_\_\_\_\_\_\_\_, could you \_\_\_\_\_\_\_\_\_\_ come here?”

 “Could you turn down the music \_\_\_\_\_\_\_\_\_\_ a little bit?”

 “I \_\_\_\_\_\_\_\_\_\_ need to talk to you for five minutes, \_\_\_\_\_\_\_\_\_\_?”

SIX: APPLIED PRACTICE

Situation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Softness | Direct | Indirect | Hint |
| Not softened |  |  |  |
| Softened |  |  |  |

SEVEN: HOMEWORK: Collect three samples of requests in English. The requests can come from TV, movies, music, or real conversations. We’ll analyze them next class.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_