

## Polite requests

**1. Modal Verbs:** Use modal verbs like 'could', 'would', and 'may' to soften requests.

- **Direct:** "Give me the report."
- **Polite:** "Could you give me the report, please?"

**2. Indirect Questions:**

- **Direct:** "When do you finish have free time?"
- **Polite:** "Could you tell me when you have free time?"
- **Polite:** "I'd like to know when you have free time?"
- **Direct:** "When is the meeting?"
- **Polite:** "Could you tell me when the meeting is?"
- **Direct:** "When will you finish this task?"
- **Polite:** "Could you tell me when you will finish this task?"

**Yes/No questions**

**3. 'I was wondering if...':** A softer way to make a request.

- **Direct:** "Can you help me?"
- **Polite:** "I was wondering if you could help me."

**4. 'I'd like to know...':** To inquire about the feasibility politely.

- **Direct:** "Can we reschedule the meeting?"
- **Polite:** "I'd like to know if we could reschedule the meeting?"

**Exercise 1: Modal Verbs** Rewrite the following sentences using modal verbs like 'could', 'would', or 'may' to make the requests more polite.

1. "Pass the salt." \_\_\_\_\_
2. "Tell me your decision." \_\_\_\_\_
3. "Send me the information." \_\_\_\_\_

**Exercise 2: Indirect Questions** Change the following direct questions into indirect questions to make them sound more polite using 'Could you tell me..' or 'I was wondering...'

1. "What time does the meeting start?" \_\_\_\_\_
2. "How tall is this building?" \_\_\_\_\_
3. "Who will attend the conference?" \_\_\_\_\_

**Exercise 3: Yes/No Questions** Use 'I was wondering ...' or 'I'd like to know...' to transform the following direct questions into polite requests.

1. "Do you have a pen?" \_\_\_\_\_
2. "Can you finish the report by Monday?" \_\_\_\_\_
3. "Is the manager available for a meeting?" \_\_\_\_\_
4. "Will the item be delivered today?" \_\_\_\_\_