

3.4 Speaking and writing

Speaking making requests

1a Make requests with *can/could* for each situation.

- You and your wife are at the cinema – you want two tickets to see *Batman*.
Could we have two tickets to see Batman, please ?
- You're in your English class – you want your teacher to spell 'author'.
Could you _____ ?
- You're at the library – you want to join.
Can I _____ ?
- You are at work – you want to use your colleague's pencil.
Can I _____ ?
- You and your family are in a new town – you want someone to tell you where the station is.
Could you _____ ?
- You're in a restaurant – you want to pay for your meal with your credit card.
Could I _____ ?

b 3.6))) Listen, check and repeat. Copy the intonation.

2a Look at the responses to requests. Are they positive (P) or negative (N)?

- Yes, of course. P
- I'm afraid not. ___
- No, I'm sorry, but ... ___
- Sure. ___
- Yes, that's fine. ___

b 3.7))) Listen and repeat the responses. Copy the intonation.

3a Read the requests. Where are the people?

at home ~~at work~~ in a café/restaurant in a car park
in a school in a shop

- Excuse me, could I start work a little late tomorrow?
at work
- Pete, can you lend me 50 euros? I want to buy this book.

- Dad, can I borrow your phone?

- Excuse me. Can I leave my car here?

5 Excuse me, can you help me with this exercise, please?

6 Can we have two, please?

b Match the responses (a-f) to the requests (1-6) in exercise 3a.

- Of course! What's the problem? 5
- Yes, that's fine. It's on the table. ___
- I'm sorry, that isn't possible, Tom. There's an important meeting in the morning. ___
- Sure. Here you are. ___
- I'm afraid not. This car park is for company staff only. ___
- Yes, of course. Anything to eat? ___

c Practise saying both parts of the conversation.

Writing opening and closing an email

4 Complete the two emails using the correct word in each pair.

- | | |
|----------------------|---------------------------------------|
| 1 Dear / Hello | 6 Could you let me know / How are you |
| 2 Can we / Can I | 7 Can I / Could you |
| 3 See you / I'm free | 8 Love / Yours sincerely |
| 4 Best wishes / love | |
| 5 Dear / Hi | |

✕

1 Dear Marion,

Thank you for your email. 2 _____ meet on Tuesday?

3 _____ in the afternoon.

4 _____,

Paul

✕

5 _____ Sarah

6 _____? I have a quick question. I'm in London for a meeting on Tuesday afternoon. 7 _____ stay at your house?

8 _____ Marion

I can ...

| | Very well | Quite well | More practice |
|-------------------|-----------|------------|---------------|
| use -er suffixes. | ○ | ○ | ○ |
| make requests. | ○ | ○ | ○ |
| write an email. | ○ | ○ | ○ |