

## Pre-test/Post-test : Requesting and permission

### Instruction

1. There are 10 questions in this paper. Task includes 4-option multiple choice.
2. Answer all questions.
3. Mark your answer on the separate answer sheet.
4. Time 10 minutes.
5. Each question in this paper carries one mark.

Choose the best option to complete each dialogue about requesting and permission  
Mark the correct letter [A,B,C,D] on your answer sheet.

1. In a library.

A : Do you mind if I sit down here?

B : .....

A : Thank you.

- a. Yes , I mind.
- b. Not at all.
- c. Yes , I do.
- d. No , do you.



2. A : Can you lend me your car this afternoon?  
I have an urgent appointment.

B : .....

- a. I don't think so I won't need it.
- b. No I can't. I won't need it.
- c. I think so. I won't be using it.
- d. Yes , I can. I will be using it.



3. A : Would you mind if I open the window?

B : .....

- a. Yes , go ahead.
- b. No , I would.
- c. Yes I wouldn't mind.
- d. No , please do.



4. In a supermarket.

A : This box is very bulky. Can you give me a hand?

B : .....

- a. That box isn't mine.
- b. Just a minute. My hand are dirty.
- c. Sure , I'll be glad to help.
- d. Certainly , I'm looking for someone to help you.



5. In an office.

"Do you mind if I turn the air-conditioner down?"

"....."

- a. No , please do.
- b. Yes , I don't mind.
- c. Yes , That's right.
- d. No , I mind.



6. A : Could you do me a favor?

B : .....

- a. of course.
- b. Yes please.
- c. Not at all.
- d. That's too bad.



7. A : Can you lend me this book? I need to read it before class.

B : .....

- a. I guess so. I won't be using it
- b. Yes , I can. I will be using it.
- c. No , I can't. I won't need it.
- d. I don't think so. I won't need it.



8. A : Would you mind passing me the salt , please?

B : .....

- a. Yes , it is here.
- b. Yes , you can have it.
- c. No , I would mind passing it.
- d. Here you are.



9. A : Can I borrow your typewriter?

B : Sorry , I'm using it at the moment.

A : .....

- a. Oh , I'm sorry.
- b. Go on then.
- c. Oh , I don't know.
- d. Oh , it doesn't matter then.



10 Nisa : Do you mind if I borrow your umbrella for a while?

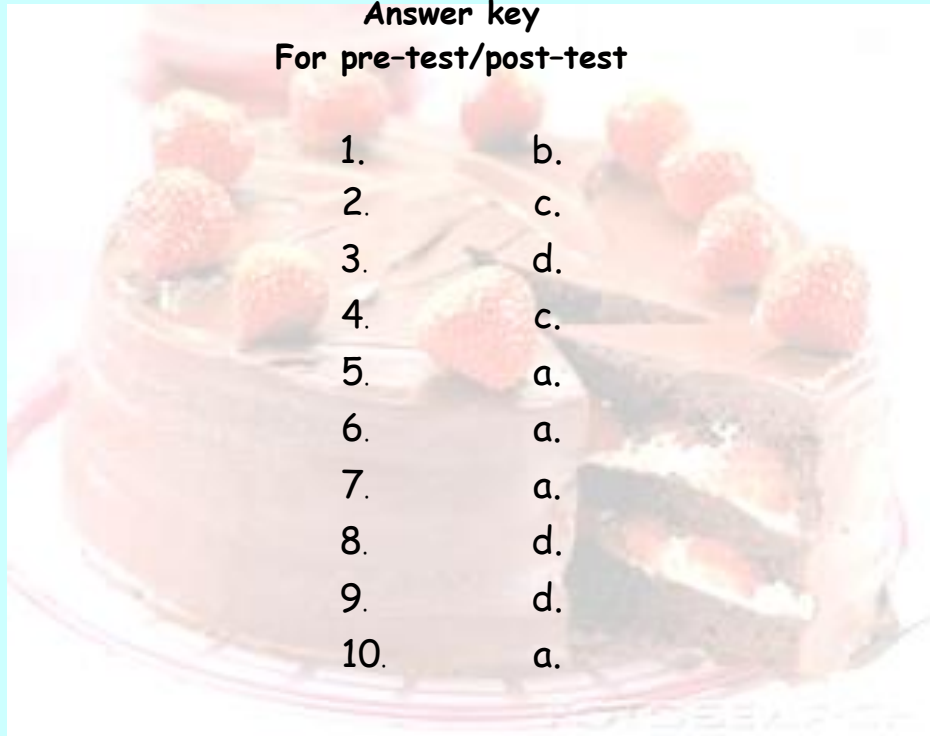
Jira : .....

- a. No , here you are.
- b. Never mind.
- c. Yes , and bring it back.
- d. You're welcome.



**Answer key**  
**For pre-test/post-test**

- |     |    |
|-----|----|
| 1.  | b. |
| 2.  | c. |
| 3.  | d. |
| 4.  | c. |
| 5.  | a. |
| 6.  | a. |
| 7.  | a. |
| 8.  | d. |
| 9.  | d. |
| 10. | a. |



## Requests and permission

These programmes are all about language you can use when you have to make a request, offer or ask permission. When you ask someone to do something for you, or ask if you can do something, it's important to sound polite. Here are some of the common ways that you can do this. You will learn useful expressions to help you:

### Asking someone to do something for you

#### Informal

Can you

is followed by base infinitive

Will you

is followed by base infinitive .....please

Could you

is followed by base infinitive .....please

Would you

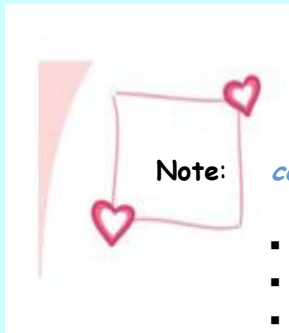
is followed by base infinitive..... please

Do you

is followed by base infinitive.....please

Could you give me a hand with this?  
Could you lend me your pen please?  
Could you lend me some money, please?  
Could you lend me your bike.?

- Could you lend me your bike tools **over the weekend?**  
*I've got to fix a puncture.*
- "Could you open the door for me, please?"
- Can you lend me some money?
- "Can you open the door for me, please?"
- Can you help me, please? I'm looking for...
- Can you lend me some money?  
*I'll get it back to you tomorrow.*



**Note:** *could* and *can* are followed by the verb without *to*.

- Would you be so kind (so as) to water my plants while I'm away?
- Would you do me a favor?
- Would you please go with me?
- Would you please turn off the light for me?
- Would you be able to do me a favor?
- Will you give me a hand, please?
- Will you please mail this letter for me?

### Asking if you can do something

- Can I have two stamps for Spain, please?
- Can I borrow your ruler **for a second?**
- Can I borrow £10 **until tomorrow?** *I've left my purse at home.*
- Can I use your computer, please?
- Can I have two stamps for Spain, please?
- Can I borrow your ruler **for a second?**
- Can I borrow £10 **until tomorrow?** *I've left my purse at home.*
- Can I borrow your shopping bags? I'll **get them back to you** this evening
- Can I borrow your pen please?
- Can I borrow your bike?
- Could I have a beer?
- Could I borrow some money from you, please?"
- Could I borrow your pen **for a moment?** *I need to sign this contract*

**Note:** *Could* is more polite than *can*



## Formal

It would be good if you could .....is followed by base infinitive  
Would you be kind enough to .....is followed by base infinitive  
Could you think you could..... is followed by base infinitive  
I would need to ..... is followed by base infinitive  
I need to know.....+ clauses.....  
I would like to..... is followed by base infinitive  
I wonder if you could ..... is followed by base infinitive



**Do you mind if...** is followed by the verb in the present tense, but

**Would you mind if...** is followed by the verb in the past tense

**Would you mind...** is followed by the verb and **-ing**.

**Do you mind..** is followed by the verb and **-ing**.

**I was wondering if you could....** is followed by base infinitive

**Do you think you could possibly..** is followed by base infinitive?

**Is there any chance you could.. ....** is followed by base infinitive?

"Do you mind if I turn up the heating?"

"Would you mind if I turned up the heating?"

When you're using these two sentences, you don't use **please**.

It's already polite!

Would you mind opening the door for me, please?"

Would you mind opening the door?

Would you mind handing me that book over there?

Would you mind feeding my cat while I'm away?

Do you mind bringing me my notes?

Do you mind closing the window?

I was wondering if I could borrow your pen for a minute

I was wondering if I could use your phone

I was wondering if you could move your suitcases. Thank you!

Do you think you could possibly ring me later?

Do you think you could lend me some money?

Do you think you could possibly give me a ring later?

Do you think you could lend me some money?

Is there any chance you could call me back at three?

Could you please send me further information on courses, dates and prices?



Would you mind...

keeping the toilet seat down?

cleaning the bathroom?

Would you mind not...

smoking?

shouting?

It would be good if you could...

do the washing up.

- I wonder if you could do me a favor.
- I wonder if you would mind not smoking here.
- I wonder if you be kind enough to calling the doctor.
- I would like to ask for information about/on summer language courses.
- I have looked at your website and found it really informative. However, I still need some more information on/about...
- I would need to know more about prices and dates.  
More about your situation and what made you break up/why you broke up.
- I would need to know which the specific dates are.
- I would need to know in advance, so I can book the tickets.
- I would need like me to do it.
- I would need to know first what they to know if my partner could stay wherever I am staying.
- I would need to know how much it is. I would need to know how you would were talking about.
- I would need to know all of the facts in order to comment.
- I would need to know more before I could offer an opinion in the matter.
- I would need to know how long you plan to travel for and the specific places you want to see.
- I would need to know the date you're checking in and the date you're checking out.
- I would need to know if this is correct-you're checking in on the seventh and staying the night of the eighth and checking out on the ninth if there is anything else I would need to know, please inform me as soon as possible.
- I would need to know who I could send it to.
- I would need to know who I have to sent it to.
- I would need to know why you want it.
- I would need to know more about the suggested changes.
- I would need to know where to put it.
- I need to know where to put this.



## Language for accepting requests

Sure, don't worry	Sure, no problem	I'll see what I can do (about it)	Yes , all right	Yes, of course.	O.K.
Sure	Certainly	By all means	It'd be a pleasure	No problem	Yes , willingly

## Language for refusing requests

Actually, I'd rather not, if you don't mind.
I'm afraid I can't
I'm afraid I haven't much time today.
I'm terribly sorry, but.....
I'm afraid I can't
I can help you later on, but not just now, sorry
Well , it's a bit difficult





## Asking Permission

When you need to get permission from someone, you should:

1. Look at the other person.
2. Be specific when you ask permission. The other person should know exactly what you are requesting.
3. Be sure to ask rather than demand. "May I please ...?"
4. Give reasons if necessary.
5. Accept the decision.

**Reasons to use the skill, asking permission:** It is important to ask permission whenever you want to do something or use something that another person is responsible for. Asking permission shows your respect for others and increases the chances that your request will be granted.

It is always wise to **ask permission** to use something that doesn't belong to you.

It doesn't matter if it is a pencil or someone's bike - **ask permission!**

Sometimes, you won't get what you want. But if you have asked permission politely and correctly, you are more likely to get what you want the next time.

Think about how you would feel if someone used something of yours without asking first. Besides feeling that the person was not polite and did not respect your property, you would be worried that the item might get broken or lost.

In this programme, we look at language you can use when asking for permission to do something.

We listen to different ways of asking everyday requests in the work environment.



## Language for asking permission 1

Can I borrow your pen?  
Can he use your phone charger?  
Could she take the day off tomorrow?  
Could they have one of your sandwiches?  
**May I** have a piece of cake?



## Language for asking permission 2

Would it be OK if I borrow your pen?  
Would it be OK if he uses your phone charger?  
Would it be alright if she takes the day off tomorrow?  
Would it be alright if they have one of your sandwiches?

## Some other common phrases are

Do you mind if I smoke?  
Would you mind if I asked you something?  
Is it okay if I sit here?  
Would it be all right if I borrowed your lawn



## A word about politeness

When asking for permission to do something we usually use the word '**please**' to make the request sound more polite. It's not grammatically necessary to use '**please**' but you may sound rude if you don't use it. '**Please**' can be put in different places in the sentence; at the start, end or before the verb:

**Please** can I borrow your pen?  
Can I **please** borrow your pen?  
Can I borrow your pen, **please**?



A more important way of showing politeness is the tone of voice and intonation. Even if you use the word '**please**' you can sound rude if your pronunciation is not correct. Generally the longer an expression is the more formal and polite it sounds. However remember that pronunciation is always very important in a spoken for permission.

## Language for accepting permission

Sure  
Yes, certainly  
No, go ahead  
By all means  
Not at all  
Of course I don't  
No, of course not  
No please do  
Go right ahead



## Language for refusing

Sorry but  
I'd rather you didn't  
I'm very sorry but  
Well actually I'd rather you didn't  
Sorry, I'm using it, myself



When you've listened to the programme, don't forget to practice what you've learned with the phrases and conversations below!

## Conversations in context

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### Listen and repeat Requesting Permission Expressions



- Could I use your phone?
- ...Might I possibly use your phone?
- ...Sorry to trouble you, but do you mind if I use your phone?
- ...Would you mind if I used your phone?
- ...May I use your phone?
- ...Can I use your phone?
- ...I wonder if I could use your phone.



### Listen and repeat Dialogue 1: Shopping for a Sweater

A: Pardon me. Could you help me?  
B: Of course. How can I help you?  
A: I am looking for a sweater.  
B: What size do you wear?  
A: Medium, I think.  
B: Here. How do you like this one?  
A: It's pretty. Can I try it on?  
B: You can try it on in the fitting room over there





## Listen and repeat

### Dialogue 2 : A wake-up call



- A: Hi. Can you give me a wake-up call tomorrow?  
B: Certainly. What time would you like us to call you?  
A: I need two wake-up calls, if you don't mind, one at 7 and the other at 7:15.  
B: Not a problem. We'll call you tomorrow morning at 7, and again at 7:15.  
A: On second thought, you'd better make that second call at 7:30 instead of 7:15.  
B: Said, and done. Will there be anything else?  
A: No, that gets it for now, thank you.  
B: Well, give us a call if there's anything more we can help you with.



## Listen and repeat

### Dialogue 3 : Test Driving the Car



- A: I really love the look of this car.  
B: Would you like to test drive this car?  
A: Yes, I would love to take it for a drive.  
B: I'll go get the keys, and you can get out your Driver's License and Proof of Insurance.  
A: Here's my Driver's License and Proof of Insurance.  
B: Well, just sign this card, and we'll be on our way. Don't forget to buckle your seatbelt!  
A: Can I take it on the freeway to check for acceleration?  
B: That would be fine; just don't exceed the speed limit!  
A: This car handles great, and I love it!  
B: I am glad that you like this car.



## Listen and repeat

### Dialogue 4 : At the Window of the DMV



- A: Hi, could you tell me what window I should go to?
- B: Do you have an appointment?
- A: Yes, I have an appointment.
- B: The DMV windows are set up for different tasks. What are you here to do?
- A: I need to transfer ownership of a used car.
- B: I can see that you have all of your forms filled out. Drop the forms in that box, and I will call you when your name comes up.
- A: OK, thanks for helping me.
- B: You are welcome. May I see your current Driver's License?
- A: Here is my license, it is not a very good picture of me!
- B: That's a pretty good picture. Just pay the fee over at the last window and you're done!



## Listen and repeat

### Dialogue 5 : Checking into the Hotel

- A: Hi, I have a reservation under the name of Sandals.
- B: Could I see your ID, please, sir?
- A: Of course! Let me take it out of my wallet.
- B: Thank you, sir. Now, do you have a credit card, sir?
- A: Yes, of course. Is American Express okay?
- B: I'm sorry, sir. Only VISA or MasterCard.
- A: In that case, here's my VISA.
- B: Thank you. Your room number is 507, queen bed, nonsmoking. Is that agreeable to you, sir?
- A: Yes, I'm easy to please.
- B: Very good. Here is your room key, sir. If you need anything at all, please dial 0.





## Listen and repeat

### Dialogue 6 : Calling to Report a Medical Emergency



A: Help me! I need a doctor!  
B: What is the problem, sir?  
A: My wife is on the floor!  
B: Sir, please calm down. Take a deep breath.  
A: I need some help, right now!  
B: Sir, I'm going to put you through to 911.  
A: Hurry, please!  
B: I'm transferring you right now, sir.



## Listen and repeat

### Dialogue 7 : Checking Out



A: Hi, I want to check out. Here is my room key.  
B: One second, sir, while  
I print out your receipt. Here you are.  
A: Thanks.  
B: May I ask, sir, if you enjoyed your stay?  
A: Well, except for one night,  
I enjoyed the hotel. And  
I loved New York, of course.  
B: Thank you for your honesty.  
I assure you there will be no cockroaches next time.



## Listen and repeat

### Dialogue 8 : Asking the Concierge to Hold a Parcel for Pick-up



A: A friend is picking up a parcel. Can I leave the parcel with you?

B: By all means, sir. Just give me your name, his name, and when he will be coming by.

A: I can put all of that right on the package and then bring it down to you, if that's okay.

B: Well, thank you for doing that, sir. I wish all guests were like you.



## Listen and repeat

### Dialogue 9 : Finding a Classroom



A: Could you help me?

B: What do you need?

A: I can't seem to find my class.

B: What building is it in?

A: It's in the C building.

B: Oh, I know exactly where that is.

A: Do you think you can tell me where it is?

B: Sure, what room number is it?

A: It's room number 261.

B: I have a class around there right now.

A: Could you show me where it is?

B: No problem, come on.





## Listen and repeat

### Dialogue 10 : Asking for Permission



- A: Could we borrow the company van for a fundraiser this weekend?
- B: That would be a possibility. Where is this fundraiser taking place?
- A: It is in the hotel ballroom down the street.
- B: Do you need it for the whole weekend?
- A: We will need it for both days.
- B: We will need to know who will be driving the van.
- A: The van will be driven by Mary and me.
- B: It needs to be back on Sunday night. Can you arrange for that?
- A: Oh yeah, no problem. Would you mind if we borrowed a few of the chairs from the lunchroom.
- B: Just keep track of everything and get it all back where you took it from by Sunday evening.

When you've listened to the programme, don't forget to practice what you've learned with the quizzes below!

## Exercises : Requesting and permission

### Instruction

1. There are 10 questions in this paper. Task includes 4-option multiple choice.
2. Answer all questions.
3. Mark your answer on the separate answer sheet.
4. Time 10 minutes.
5. Each question in this paper carries one mark.

Choose the best option to complete each dialogue about requesting and permission  
Mark the correct letter [A,B,C,D] on your answer sheet.

1. A : Excuse me. ....  
B : No , I don't .  
a. Are you here by yourself?  
b. Do you mind if I sit down here?  
c. Have you been sitting here long?  
d. Do the librarians know you



2. A : May I borrow your bike , please?  
B : ..... But don't forget to return it to me.  
a. Just a minute.  
b. No , nothing.  
c. Certainly.  
d. Yes , I wouldn't mind.



3. A : Do you mind if I come with you?  
B : ..... Get in  
a. No , of course not.  
b. No , I would.  
c. I don't need your help.  
d. Yes , I don't mind.



4. A : Could I use your pen for a minute , please?  
B : .....  
a. Sure , I'm sorry. I'm using it at the moment.  
b. Of course.  
c. Well , please do.  
d. Thanks very much



5. A : Do you mind if I borrow your calculator?

B : .....

- a. Yes , go ahead.
- b. No , you can.
- c. That's all right.
- d. Well , I'm using it myself now.



6. Situation : You are at a friend's house and you want to use her phone. What do you say?

You : .....

Your friend : Go right ahead.

- a. Will you help me with this?
- b. Would you mind if I use your telephone please?
- c. Can I lend you my phone?
- d. I want to use your phone , ok?



7. A : Would you mind not speaking so loudly please?

B : .....

- a. Oh , I didn't here you.
- b. Not at all.
- c. OK .I'll try to speak more quietly.
- d. Don't say like that.



8. A : May I know your home telephone number , please?

B : .....

- a. I think so.
- b. Not at all.
- c. No , please do.
- d. Yes , it's 044-471105



9. A : May I use this room for our meeting?

B : .....

- a. Sure , It's busy
- b. Yes , I don't think so.
- c. Sorry. That would be very nice.
- d. Yes , certainly.



10. A : Would you be able to lend me five baht please?

B : .....

- a. All right. Here you are.
- b. Sorry , but I have a lot of money.
- c. Sure , please do.
- d. Yes , help yourself.



## Answer key

For Exercises: Requesting and permission

