

Everyday English


Polite requests and offers

1 Look at lines 1–10. Which are polite requests (R)? Which are offers (O)?

- 1 Could I possibly use your phone? R
- 2 Is there anything I can get you?
- 3 Could you explain that to me again?
- 4 Would you mind if I sat here?
- 5 Do you want me to send it by email?
- 6 I could lend you some money.
- 7 Would you mind talking more quietly?
- 8 Is there any chance I could leave now?
- 9 Can I give you a hand with the cooking?
- 10 I'll take Katie to school if you like.

2 Match the lines in exercise 1 with the replies.

- 6 Oh, thanks a lot. Can you manage £20?
- Oh, that would be great. I'll pick her up after work.
- No, go ahead, there's no-one sitting there.
- Oh, yes, please. A fresh orange juice would be nice.
- Mmm. Would you mind staying till we've finished discussing this?
- Oh, thanks. You could peel those onions for me!
- Yes, please. And could you copy Jeff in, as well?
- Yes, of course. I know it's not easy to get this first time.
- Oh, sorry! We didn't realize you were trying to work.
- Sure. Let me just unlock the screen for you.

3  5.3 Listen and check. Which of the replies contain another offer or request?

REVIEW

Choose the correct answers in the conversation between Kate, who is self-employed, and James, who works for a big company.



THE PROS AND CONS OF BEING SELF-EMPLOYED

James ¹I could / Could I ask you something about your work?

Kate Of course, go ahead.

J Well, I'm wondering if I ²should / must leave my job and go self-employed like you, but I don't know if it's the right thing for me. It seems scary!

K Oh, you ³don't have to / mustn't be surprised if it feels scary! It did for me, but I ⁴got over / went over it.

J I just can't imagine not knowing how much you're going to earn every month.

K Well, I worried about it, but then business ⁵took over / took off and now the problem is deciding which work to take on, but I'm happy about that!

J And what else do you like about it?

K I love the fact that I can start and finish work when I want to. You need to keep ⁶an eye / a look on deadlines, of course, and you ⁷have to / should put the hours in at some point, but you can be flexible.

J Don't you get lonely, though, stuck at home with no-one to talk to?

K Well, we certainly ⁸didn't have to / weren't allowed to sit around chatting in the company I worked for! And I do get to chat to people on the phone.


J Mmm. I think I ⁹can / need to be in an office, where you ¹⁰don't have to / can't do anything except work. I'd waste time doing other things at home.

K Well, it's true, even household ¹¹work / chores can start to seem attractive! But the great thing is, you ¹²don't have to / mustn't work at home – you can work in cafés sometimes if they've got good Wi-fi.

J So what don't you like about it? There must be something.

K Oh yes – doing my own taxes! I ¹³didn't have to / couldn't think about that when I worked for a company. Now I have to ¹⁴fill up / fill in all these complicated tax forms! It's only once a year though. Anyway, you should think about doing it. ¹⁵I could / Could I pass on to you some of the work I'm being offered!

 Go online for more skills and language practice.

 Go online to Check your progress.