TEACH THIS
ACTIVITIES, GAMES & WORKSHEETS

Activity Type

Vocabulary Exercises: gap-fill, identifying, writing sentences from prompts, error correction

Speaking Activity: role-play, asking and answering questions from prompts, writing and presenting a dialogue, freer practice (pair work)

Focus

Making, accepting and declining requests

Aim

To practice making, accepting and declining requests using various phrases

Preparation

Make one copy of the three-page worksheet for each student.

Level

Intermediate (B1)

Time

40 minutes

Introduction

In this making requests worksheet, students practice making, accepting and declining requests using various phrases.

Procedure

Give each student a copy of the three-page worksheet.

First, students read two dialogues and complete them with words from a box. Students then role-play the dialogues with a partner to compare their answers.

Exercise A - Answer key

1. mind	5. chance	9. giving
2. course	6. sorry	10. not
3. Can	7. Could	11. think
4. problem	8. sure	12. like

Next, students identify the phrases to make requests in the two dialogues and write them in a table.

After that, students identify and write the phrase used to accept or decline each request. In the empty squares, students write other phrases to accept or decline the requests.

Exercise C - Answer key (possible answers are in brackets)

Making requests	Accepting requests	Declining requests
Would you mind +ing...?	Of course not.	(Yes, I would.)
Can you...?	Sure, no problem.	(I'm sorry, but...)
Is there any chance you could...?	(Sure, I can do that.)	I'm sorry. I can't.
Could you...?	Yes, sure.	(I'm afraid I can't.)
Do you mind +ing...?	No, not at all.	(Yes, I'm afraid I do.)
Do you think you could...?	(Certainly.)	I'd like to, but...

Next, students use the phrases from the table to write a request and reply for each prompt.

Following that, students write four requests of their own and practice making, accepting and declining the requests with their partner.

Students then read short impolite dialogues and rewrite the requests and responses to make them more polite.

Finally, in pairs, students write and then present a conversation where they make, accept and decline requests.

A. Read the two dialogues and fill in the gaps with the words from the box.

chance think can giving sure mind sorry not could like problem course

Dialogue 1

Nicole: Mark, would you (1) .... sending those email attachments again?

Mark: Of (2) .... not. I'll go and do it now.

Nicole: Thank you. See you later.

Mark: Oh no! Ben, are you busy?

Ben: No, not at the moment.

Mark: (3) .... you help me?

Ben: Sure, no (4) .... How can I help?

Mark: Nicole wants me to email those documents again, and I can't find them anywhere.

Ben: I still have them. I'll email them to you now.

Mark: Thanks.

Dialogue 2

Nicole: Do you have a moment?

Mark: Yes, what can I do for you?

Nicole: Is there any (5) .... you could work late tonight?

Mark: I'm (6) .... I can't. I have a doctor's appointment after work.

Nicole: OK. What about on Friday? (7) .... you work late then? I really need your help.

Mark: Yes, (8) .... That's fine.

Nicole: Thanks very much. Oh, one more thing. Do you mind (9) .... these keys to Jason?

Mark: No, (10) .... at all. Actually Nicole, I also have a request.

Nicole: Really! What is it?

Mark: Do you (11) .... you could give me a raise?

Nicole: I'd (12) .... to, but you've only been working here a month. Ask me again in three months.

Mark: OK. Thanks.

B. Role-play the two dialogues with a partner to compare your answers.

C. Identify the phrases to make requests in the two dialogues and write them in the table. Then, identify the phrases used to accept or decline each request.

Making requests	Accepting requests	Declining requests

In the empty squares, write other phrases to accept or decline the requests.

D. Use the phrases from the table to write a request for each prompt.

Example:

Ask someone to write down their name and address.

.................*Could you write down your name and address, please?*...

1. Ask someone to open the door for you.

....

2. Ask someone to drive you to the airport.

....

3. Ask someone to make you a cup of coffee.

....

4. Ask someone to change the TV channel for you.

....

5. Ask someone to tell you the time.

....

6. Ask someone to lend you something.

....

Now, write a reply to each request.

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

E. Write four requests of your own and practice making, accepting and declining the requests with your partner.

1. ....

2. ....

3. ....

4. ....

F. The following short dialogues are impolite. Rewrite the requests and responses to make them more polite.

1. A: Lend me 20 dollars until tomorrow.   A: ....

    B: No.   B: ....

2. A: Tell me the way to the bus station.   A: ....

    B: No.   B: ....

3. A: Meet me tomorrow at 10 a.m.   A: ....

    B: Alright.   B: ....

4. A: Drive me to the train station.   A: ....

    B: No.   B: ....

5. A: Bring me the bill.   A: ....

    B: OK.   B: ....

G. With your partner, write a conversation where you make, accept and decline requests.

A. ....   B. ....

A. ....   B. ....

A. ....   B. ....

A. ....   B. ....

A. ....   B. ....

A. ....   B. ....

A. ....   B. ....

A. ....   B. ....

A. ....   B. ....

H. Now, present your dialogue to the class.