

**Being a good communicator: using communication effectively to make requests**

1 Read the conversation. Underline the requests and responses. Write them in the correct column.

Ana: Tina, could you do me a favor?

Tina: Yes, sure. What is it?

Ana: Is it OK if I wear your red shoes tonight? I'm going out with Josh, you see ...

Tina: Sure. Help yourself.

Ana: Thanks, Tina! You're a good friend!

Tina: No problem. Ana, do you mind if I watch TV in your room as you're going out anyway?

Ana: Sure, go ahead.

making a request	responding to a request

2 Add the sentences and phrases in the box to the chart in exercise 1.

Can you open the door?    Could you close the window?    No, of course not.  
 Would you mind opening the window?    OK.    Not at all. Go ahead.    Sure, no problem.

3 Work with a partner. Match the requests (1–5) with the places (a–e). Who is making a request?  
 To whom?

- 1 Would you mind turning down the music? I'm trying to study. Don't you have any homework to do?
- 2 Is it OK if I use your dictionary? I left my dictionary at home.
- 3 Could you move your bike? It's in my parking space.
- 4 Do you mind if I sit here? This place is always so busy at lunchtime.
- 5 Can you buy some milk on the way back from college? Dad likes coffee with milk so much.

- a in a student canteen      b at home      c in a student house  
 d in class      e in front of the house

4 Work with a partner. Look at the situations below. Have short conversations, using the requests and responses in exercises 1–3.

- 1 You are studying in your apartment. The neighbor in the apartment above is playing really loud music.
- 2 You are sitting in an outdoor coffee shop. A person sitting at the table next to you has a little dog. The dog is really noisy.
- 3 You are buying a coffee in the student canteen. Your coffee is cold.
- 4 You are ill. You are asking your flatmate to do the shopping for you.