



## JUNE OPEN WORKSHOP

# MAKING NATURAL REQUESTS IN ENGLISH

**Workshop Goal: Learn how to make natural English requests in both formal and casual situations!**

### **Formal - Would you be able to...?**

"Would you..." is one of the most polite phrases we use in English to make requests. Use it in emails or when speaking!

e.g. Pete, would you be able to send me the meeting link for tomorrow, please?

e.g. Would you be able to work until 21:00 today, Honda-san?

### **Formal - Would you mind...**

Use "would you mind...?" in the same way you use "Would you be able to...?" The only difference is that we use verb+ING:

e.g. Would you mind sending out a group email to all DEG TMs?

e.g. Would you mind coming to the monthly meeting to give us an update, Lucy?

## Formal/Informal - Do you think you could...

There are a few phrases we can use in both formal and informal situations. "Do you think you could..." can be used in either situation as "Do you think" softens the message for native speakers:

e.g. Do you think you could give the presentation instead of me next week?

e.g. Do you think you could get these documents checked by the English Helpdesk?

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## Informal - Could you...?

If you are speaking to a colleague with whom you have a very good relationship or to friends, you can use "Could you..." Remember, we don't need "to"

e.g. Could you grab me a coffee from the store, please?

e.g. Could you come by my office around 12:00 today?

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## Be careful!

Many non-native speakers think that using "please" (e.g. Please send me the report by 17:00) is a polite way to make requests. To native speakers, "please..." is not polite. In fact, this sounds like an order 命令 and should be avoided in most situations!

Avoid: Send me the file please?/Please send the file.

Use: Could you send me the file please?

### Workshop Activity

Imagine the participants in this workshop are people who you work with. Make requests in the following situations:

- 1) You need your colleague to send you some data for your report by 6:00 pm today.
- 2) There is a problem with a tool in the clean room. You contact the vendor to ask them to send an engineer.
- 3) You need the link for tomorrow's meeting from your colleague.
- 4) You want your manager to assign another engineer to the current project.
- 5) Your own idea/task!

