

MARCH OPEN 2022

Using 'Let' and 'Allow'

Taking Responsibility / Offering to Help
Instead of saying '*I can do that*', we could say 'Let me' or 'Allow me to'.

Please look at the following sentences:

Formal style:

- Yamada-san, I'm not very busy today, so please allow me to assist you with your work.
- Kobayashi-san, they look heavy! Allow me to help you carry them.
- Allow me to run the next workshop for you, Ito-san.

Informal or Neutral style:

- Yamada-san, I'm not very busy today, so please let me help you with your work.
- Let me run the next workshop for you, Ito-san.
- Kobayashi-san, they look heavy! Let me help you carry them.

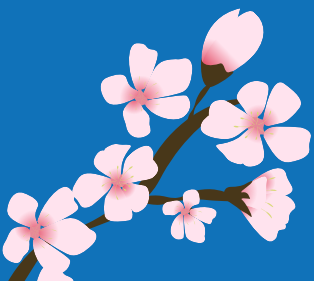
Giving and denying permission:

When talking about permission or prohibition (lack of permission), 'allow' is followed by an object and an infinitive: Her manager allowed her to leave early. 'Let' is followed by an object and the base form: Her manager let her leave early. Let is not usually used in the passive form, but 'allow' is often used in the passive for giving and denying permission:

- She was allowed to leave early.
- Guests are allowed to use the canteen.

When we talk about prohibition, 'allow' is much more common than 'let':

- Smoking is not allowed.
- You are not allowed to take photographs inside the building.



Workshop Activity 1

Take responsibility for something or to offer to do something, using **'let' and 'allow'**.

1. We are very busy and need to complete the following tasks:

- Contact a catering company
- Send invitations to all staff members
- Book a room large enough to hold 30 people

2. We are very busy and we have many important tasks that need urgent attention:

- Finish photocopying a 30-page report
- Email your clients to confirm meetings
- Book a conference room for a departmental meeting next Friday

Workshop Activity 2

Using a passive form, take turns to give or deny permission:

1. **Office rules:**

- Be late (Not permitted)
- Work flexi-hours (Permitted)
- Drink tea or coffee at your desk (Permitted)
- Wear casual clothes (Not permitted)

2. **COVID protocols:**

- Work from home (Permitted)
- Masks (Not permitted to enter the building without wearing one)
- Smoking (Only permitted in designated areas)

