

Expressing Suggestion, Request, and Offers

If you've ever felt unsure about how to express suggestions, make requests, or offer help, you're in the right place! In this engaging presentation, we'll explore these expressions, provide examples, and offer valuable tips for effective communication.

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objectives

1 Suggestion

Learn how to tactfully suggest a new approach during team meetings or offer advice to a friend who needs guidance.

2 Request

Discover how to make formal requests in professional settings or ask for a favor politely in a social setting.

3 Offer

Master the art of offering assistance to colleagues, friends, or strangers, expressing genuine willingness to lend a hand.

	ASKING FOR PERMISSION	GIVING PERMISSION	REFUSING PERMISSION
less formal/ more sure	<i>Can I use your phone?</i>	<i>Yes, of course you can.</i>	<i>No, I'm afraid you can't.</i> <i>No, I'm sorry.</i>
	<i>Could I leave my coat here?</i>	<i>Yes, you can.</i>	<i>No, I'm sorry.</i> <i>I'm afraid not.</i>
more formal/ less sure	<i>May I interrupt?</i> <i>Might I ask the court for an adjournment?</i>	<i>Yes, you may.</i> <i>Of course.</i> <i>Certainly.</i>	<i>No, you may not.</i> <i>No, I'm afraid not.</i>



Less Formal/More Sure Expressions

Less Formal/More Sure Expressions

Use "**Can**" for informal and confident requests

When making a request in a less formal setting, it's important to use language that sounds confident and friendly. One way to do this is by using the word "**can**." For example:

Can I borrow your pen? (asking for permission)

Yes, you **can**. (giving permission)

No, I'm sorry.

No, you **can't**. (denying permission)

By using "can," you're asking for permission in a way that doesn't sound too formal or demanding. This can help you sound more friendly and approachable. Of course, it's important to still be polite and respectful when making requests.

Rule 2: Use "Could" for slightly more formal requests

Could I use your laptop? (asking for permission)

Yes, you could. (giving permission)

No, I'm sorry.

I'm afraid not. (refusing permission)

Use "Could" for formal requests

Example 1:

Could I take a day off next week? (asking for permission)

Example 2:

Yes, you could. (giving permission)

Example 3:

No, I'm sorry.

Example 4:

I'm afraid not. (refusing permission)

Use "Was Allowed to" for specific occasions in the past

Wrong: I could bring a friend with me.

Correct: I was allowed to bring a friend with me.

General **Permission in the Past: More Examples**

Example 1: We were allowed to stay up late on weekends when we were kids.

Example 2: They were allowed to use their cell phones during lunch breaks at work.

Example 3: She was allowed to bring her own snacks to the movie theater.



*Use "**May**" for more formal and polite requests*

May I have a moment of your time? (asking for permission)

Yes, you **may**. Of course. Certainly. (giving permission)

No, you **may not**. (refusing permission)

No, I'm afraid not.

"May" for more formal and polite requests

Example 1:

May I request an extension on the deadline for this project?

Example 2:

May I have a moment of your time to discuss an important matter?

Example 3:

May I kindly ask for your assistance in resolving this issue?



More Formal/Less Sure Expressions

Use "Might" for extremely polite and tentative requests

Might I request an extension on the deadline? (asking for permission)

Yes, you **might**. Certainly. (giving permission)

No, I'm sorry.

I'm afraid not. (refusing permission)

Use "**Might**" for extremely polite and tentative requests

Asking for Permission:

- Might I inquire about the possibility of leaving the meeting a bit early?
- Might I request your assistance with this matter?
- Might I have your permission to use your office for a confidential call?

Giving Permission:

- Yes, you might. Certainly, feel free to leave the meeting early.
- Certainly, you might proceed with the request for assistance.
- Yes, you might. I grant you permission to use my office for the call

Refusing Permission:

- I'm sorry, but I'm afraid you might not be able to leave the meeting early.
- I'm afraid not. Unfortunately, I cannot assist you with that request.
- I regret to inform you that you might not have permission to use my office for the call..

**Put your knowledge to the test with brain-
busting quizzes!**

Sarah: _____ I borrow your pen for a moment?

a) Can

b) Could

c) May



Sarah: _____ I borrow your pen for a moment?

a) Can

b) Could

c) May



Tom: _____ I have some of your snacks? a) Can

b) Could

c) May



Tom: _____ I have some of your snacks? a) Can

b) Could

c) May



Manager: Employees _____ access social media during working hours.

a) Can't

b) Could

c) May



Manager: Employees _____ access social media during working hours.

a) Can't

b) Could

c) May



Question: How would you formally ask for permission to leave a meeting early?

a) Can I bail on the meeting early?

b) May I be excused from the meeting a bit earlier?

c) Is it cool if I leave the meeting?

Answer: b) May I be excused from the meeting a bit earlier?

Question: How would you less formally and confidently ask for permission to use your friend's laptop?

a) Can I use your laptop?

b) Could I use your laptop?

c) May I use your laptop?

Question: How would you less formally and confidently ask for permission to use your friend's laptop?

a) Can I use your laptop?

b) Could I use your laptop?

c) May I use your laptop?

Answer: a) Can I use your laptop?

Question: How might you less formally and confidently give permission for someone to take a shortcut through your yard?

a) Yes, you can.

b) Yes, you may.

c) Yes, of course you can.

Question: How might you less formally and confidently give permission for someone to take a shortcut through your yard?

a) Yes, you can.

b) Yes, you may.

c) Yes, of course you can.

Answer: a) Yes, you can.

Question: In a less formal context, how would you refuse permission for a colleague to share your desk temporarily?

a) No, I'm sorry.

b) No, you can't.

c) No, feel free to use my desk.

Question: In a less formal context, how would you refuse permission for a colleague to share your desk temporarily?

a) No, I'm sorry.

b) No, you can't.

c) No, feel free to use my desk.

Answer: a) No, I'm sorry.

Question: How do you less formally and confidently refuse permission for a friend to borrow your car?

a) No, I'm sorry.

b) No, you can't.

c) No, feel free to borrow my car.

Question: How do you less formally and confidently refuse permission for a friend to borrow your car?

a) No, I'm sorry.

b) No, you can't.

c) No, feel free to borrow my car.

Answer: b) No, you can't.

Question: How would you more formally and less confidently ask for permission to borrow a book from your professor?

a) Can I borrow your book?

b) Could I borrow your book?

c) May I borrow your book?

Question: How would you more formally and less confidently ask for permission to borrow a book from your professor?

a) Can I borrow your book?

b) Could I borrow your book?

c) May I borrow your book?

Answer: b) Could I borrow your book?

Question: In an even more formal setting, how might you less confidently ask for permission to speak during a board meeting?

a) Can I speak?

b) May I speak?

c) Might I speak?

Question: In an even more formal setting, how might you less confidently ask for permission to speak during a board meeting?

a) Can I speak?

b) May I speak?

c) Might I speak?

Answer: b) May I speak

Question: How do you more formally and less confidently refuse permission for a friend to access your personal files on your computer?

a) No, I'm sorry.

b) No, you can't.

c) I'm afraid I cannot grant access to my files.

Question: How do you more formally and less confidently refuse permission for a friend to access your personal files on your computer?

a) No, I'm sorry.

b) No, you can't.

c) I'm afraid I cannot grant access to my files.

Answer: c) I'm afraid I cannot grant access to my files.

Question: How would you more formally and less confidently give permission for a subordinate to attend a conference?

a) Yes, you can.

b) Yes, you may.

Question: How would you more formally and less confidently give permission for a subordinate to attend a conference?

a) Yes, you can.

b) Yes, you may.

Answer: b) Yes, you may.

Question: How would you more formally and less confidently give permission for a subordinate to attend a conference?

a) Yes, you can.

b) Yes, you may.

Answer: b) Yes, you may.

Refusing Permission



Loading...

Loading...

Refusing Permission

Rule 1: Use "Can't" for external authority refusal

You can't use your phone during the exam.

(The rules don't allow it.)

No, you can't bring outside food into the cinema. (The policy prohibits it.)

Use "Couldn't" for general permission in the past

In the 1980s, students **couldn't use computers in the classroom.**

Employees **couldn't access the internet at work twenty years ago.**



practice Refusing Permission

Question: What modal verb is commonly used to refuse permission when it is subject to external authority?

a) Can't

b) Couldn't

c) May not

Question: What modal verb is commonly used to refuse permission when it is subject to external authority?

a) Can't

b) Couldn't

c) May not

Answer: a) Can't

**Back in the 1990s, children _____ roam
freely around the neighborhood without
constant supervision from their parents.**

a) Could

b) Can

c) May

Back in the 1990s, children could roam freely around the neighborhood without constant supervision from their parents.

a) Could

b) Can

c) May

Answer: a) Could

**During the school trip to the museum, I
_____ to take photographs inside the
exhibit, but normally, photography wasn't
permitted.**

a) Could

b) Was allowed to

c) May

**During the school trip to the museum, I
_____ to take photographs inside the
exhibit, but normally, photography wasn't
permitted.**

a) Could

b) Was allowed to

c) May

Answer: b) Was allowed t

**"I'm sorry, but due to airline regulations, you
_____ use electronic devices during
takeoff and landing."**

"I'm sorry, but due to airline regulations, you can't use electronic devices during takeoff and landing."

Offers and Requests

	OFFERS	REQUESTS
less formal/ more sure ↓	<i>Can I help you? I'll help you.</i>	<i>Can/Will you close the window, please?</i>
	<i>We could do that for you. Shall I help you?</i>	<i>Could/Would you pass me the salt, please?</i>
more formal/ less sure	<i>May I help you? Might I be of assistance?</i>	<i>You might get me some milk while you're there.</i>

Request Vs Offers

- *Request: A request is an expression of desire or need for someone to do something or provide something.*
- *Offer: An offer is a voluntary expression of willingness to do something for someone or to provide something to someone.*

Using "Would" or "Could" for Tentative or Polite Requests:

- *Would* you lend me the car tomorrow night, Dad? (tentative)
- *Could* you fill in this form, please, sir? (polite)
- *Would* you mind passing me the salt, please? (polite)

Explanation: "Would" and "could" are used to soften requests and make them more polite or tentative.

Using "Might" to Request from Less Familiar Individuals:

- *You might ask Mr. Salmon to call me later.*
- *Might I borrow your umbrella for a moment?*
- *I thought you might be able to help me with this problem.*
- *Explanation: "Might" is employed when making requests to individuals we do not know well, adding a sense of politeness and uncertainty*

Using "Will You" as a Question Tag for Insistent Requests:

- *Come and look at this, will you? (We do not expect the answer to be 'no'.)*
- *Please help me with this, will you? (Expressing a certain expectation for assistance)*
- *Pass me the scissors, will you? (Expecting compliance)*
- *Explanation: "Will you" is used in question tags to make requests more insistent, implying an expectation for compliance or assistance.*

Quiz 1: Would vs. Could for Tentative or Polite Requests

1. "_____ you pass me the salt, please?"

2.a) Could

3.b) Would

Quiz 1: Would vs. Could for Tentative or Polite Requests

1. "_____ you pass me the salt, please?"

2.a) Could

3.b) Would

4. Answer: b) Would

Quiz 1: "_____ you please send me the meeting agenda?"

a) Could

b) b) Would

Quiz 1: "_____ you please send me the meeting agenda?"

a) Could

b) b) Would

Answer: b) Would

You _____ ask the librarian for help finding the book.“

a) Could

b) b) Might

You _____ ask the librarian for help finding the book.“

a) Could

b) b) Might

Answer: b) Might

_____ I borrow your pen for a moment, please?"

- a) Could
- b) Might

_____ I borrow your pen for a moment, please?"

a) Could

b) Might

Answer: a) Could

"I thought you _____ be able to provide some guidance on this matter."

- a) Could
- b) Might

"I thought you _____ be able to provide some guidance on this matter."

a) Could

b) Might

Answer: b) Might

"Come and help me with this, _____ you?"

a) Will

b) Would

"Come and help me with this, _____ you?"

a) Will

b) Would

Answer: a) Will

Please don't forget to pick up the groceries, _____ you?"

a) Will

b) Would

Please don't forget to pick up the groceries, _____ you?"

a) Will

b) Would

Answer: a) Will

"_____ you mind passing me the newspaper, please?"

- a) Could
- b) Would
- c) Will you
- d) Might

"_____ you mind passing me the newspaper, please?"

- a) Could
- b) Would
- c) Will you
- d) Might

Answer: c) Will you

"I thought you _____ be interested in joining the team."

- a) Could
- b) Might
- c) Will you
- d) Would

Answer: b) Might

"I thought you _____ be interested in joining the team."

- a) Could
- b) Might
- c) Will you
- d) Would

Answer: b) Might

"Come and join us for dinner, _____ you?"

"Come and join us for dinner, _____ you?"

Answer: will you

Etiquette and Politeness



Business Settings

Uncover the etiquettes of making suggestions, requests, and offers in professional environments, fostering positive relationships.



Social Occasions

Learn the appropriate ways to suggest, request, and offer assistance during social gatherings, demonstrating politeness and respect.



Friendship Context

Discover how expressing suggestions, requests, and offers within friendships can strengthen bonds and create meaningful connections.

Common Mistakes to Avoid

1 Being Overbearing

Identify common pitfalls when expressing suggestions or requests too assertively, risking alienating others.

2 Lack of Clarity

Discover the importance of clear communication to avoid confusion when making suggestions or requests.

3 Neglecting Context

Understand the significance of considering situational contexts to make appropriate suggestions, requests, or offers.

4 Forgetting Gratitude

Grasp the importance of expressing appreciation when someone accepts your suggestion, request, or offer of help.

Thank you