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Making Polite Requests and Offers

Medium | B1 | Intermediate | Clause | Conditional sentence | Gerund | Infinitive | Modal verb | Past tense | Phrasal verb | Phrase | Questions | Sentence | Verb | Progressive tense | Collocations

1. Complete the conversation between the helpful hotel receptionist and an eccentric guest. Choose the best phrase for each gap to ensure the tone is polite and natural.

Receptionist: "Welcome to the Grand Hotel! _____ call a bellhop to help you with those fifteen suitcases?"

Guest: "Yes, please. And _____ find a quiet room for my parrot, Captain Feathers? He needs his beauty sleep."

Receptionist: "Certainly, sir. _____ cover his cage with a blanket while you check in?"

Choose the correct option for each gap.

Blank 1

- **A)** Shall I
- **B)** Would I
- **C)** Will I

Blank 2

- **A)** could you possibly
- **B)** would you mind
- **C)** do you want to

Blank 3

- **A)** Would you like me to
- **B)** Would you mind me to
- **C)** Do you like that I

2. Help the stressed student make a polite but firm request to their noisy roommate by choosing the correct verb form.

"Hey, I'm trying to study for my Advanced Potato History exam. Would you mind _____ the music down a bit?"

Select one.

- **A)** turning
- **B)** to turn
- **C)** turn
- **D)** turned

3. Help the exhausted student ask their roommate to lower the volume so they can sleep. Select ALL the grammatically correct and polite ways to say this.

Select all that apply.

- **A)** Would you mind turning down the music?
- **B)** Do you mind turning down the music?
- **C)** Would you mind to turn down the music?
- **D)** Do you mind if you turn down the music?

4. Help the student ask their professor for an extension without sounding too demanding or unnatural.

"Professor Higgins, _____ give me a two-day extension on my Time-Traveling Penguins essay?"

Select one.

- **A)** I was wondering if you could
- **B)** I demand that you
- **C)** you must please
- **D)** I am wondering if you will

5. Complete the student's email asking their professor for a deadline extension. Select ALL the polite and grammatically correct options that apply to fill in the blank.

Dear Professor, my pet iguana chewed through my laptop charger this morning. _____ give me an extra day to submit my essay?

Select all that apply.

A) I was wondering if you could
B) Would it be possible for you to
C) I was wondering if you to
D) Would it be possible that you

6. Help the ambitious baker politely ask their roommate for help with a massive kitchen disaster. Select the most natural phrasing for each gap.

"Hey Sarah, I might have made a tiny mess while trying to bake that five-tier chocolate cake. _____ helping me scrub the frosting off the ceiling? Also, _____ a coffee before we start cleaning?"

Choose the correct option for each gap.

Blank 1

A) Would you mind
B) Could you possibly
C) Are you willing

Blank 2

A) can I get you
B) do you want that I get
C) would you mind getting

7. Choose the most natural and polite way for the coworker to offer some caffeinated assistance.

"You look like you're drowning in those reports! _____ grab you a coffee from the café downstairs?"

Select one.

A) Would you like me to
B) Do you want that I
C) Will I
D) Am I going to

8. You are hosting a study session and want to offer your friends some caffeine to keep them awake. Select ALL the natural and grammatically correct ways to make this offer.

Select all that apply.

A) Would you like me to make some coffee?
B) Can I get you some coffee?
C) Do you like me to make some coffee?
D) Would you like that I make some coffee?

9. Help the new employee sound polite when talking to her manager. Drag the most natural words to complete the sentences.

To lighten your workload, would you _____ me to help you with that report?

For the upcoming meeting, would you _____ reviewing my presentation?

Since I am new here, I was _____ if you had a moment to explain the software.

Choose the correct option for each gap.

Blank 1

A) like
B) love
C) enjoy

Blank 2

A) mind
B) care
C) object

Blank 3

- **A)** wondering
- **B)** asking
- **C)** guessing

10. Complete the traveler's polite conversations with locals in a new city. Drag the correct words into the blanks.

Excuse me, I am looking for the station; _____ you point me in the right direction?

Since it is raining so heavily, would you _____ if I borrowed your umbrella for a moment?

Those bags look incredibly heavy, so _____ I carry one of them for you?

Choose the correct option for each gap.

Blank 1

- **A)** could
- **B)** should
- **C)** must

Blank 2

- **A)** mind
- **B)** care
- **C)** bother

Blank 3

- **A)** shall
- **B)** will
- **C)** do