

Student name: _____

Class: _____

Date: _____

In your academic studies, you frequently need to make suggestions appropriately. In social situations around your learning environment, you often need to make requests and offers politely.

Practice

1  In pairs, define the verbs. Then check the Basics section of the Factsheet.

suggest _____
 request _____
 offer _____

2 Find a suggestion, a request and an offer in the conversation.



Tutor Ahmed, I know your tutorial is at 3.00, but could you come in now? Jasmine hasn't arrived for hers.

Ahmed Yes, of course. Shall I text Jasmine to find out where she is? I have her number.

Tutor Yes, good idea, thanks.

Ahmed You said you wanted to check my last essay before the tutorial. Have you read it?

Tutor Ah, no, I haven't. Why don't we look at it on the computer as we talk? I can make my comments directly as part of the assessment.

3   **02** Listen to the conversation from Exercise 2 and pay attention to the intonation. Then practise the conversation in pairs.

4 Correct the grammatical mistakes. Only some of the sentences have mistakes.

- a Would you like me send Jasmine a text?
- b Could you bring Ms Laine up from reception, please?
- c Shall we make a start in about ten minutes?
- d Let's not to finish the meeting too late.
- e Would you to help me tidy the room for the next lesson?
- f Why don't we leave this difficult question until the end?
- g Can you ask Mike to drive Mr Kusama to the station?
- h Would you mind to rewrite the last paragraph? I can't read it.

5   **03** Listen to check your answers to Exercise 4. Practise saying the correct sentences in pairs.

6  **Mark the suggestions, requests and offers F (formal) or I (informal). Think about the situation in each case.**

- a I can pick you up from the station, if you like. _____
- b Can you pass me that eraser, Haifa? _____
- c Could you keep the noise down a bit, please? There's an exam next door. _____
- d I suggest everyone works individually on this exercise. _____
- e Shall I invite Yasser to the party? _____
- f Would you mind staying a little later this afternoon to help in reception? _____
- g Let's meet around 8.30 at that new pizza place. _____

7   **04 Listen to check your answers to Exercise 6. Then practise saying the sentences in pairs.**

8  **In pairs, discuss how the suggestions, requests and offers could be expressed in a more appropriate way.**

- a I want you to show me how to download this page.
- b We should work in the library. It's quieter.
- c Give me that heavy box to take upstairs for you.
- d Stop checking your text messages in class.

9  **In pairs, decide what you would say in each situation.**

- a You want a classmate to lend you her dictionary for a moment.
- b In the library, you can hear another student's music through her headphones when you want to concentrate.
- c You would like your tutor to mark an essay before you take an exam in two days.
- d An elderly tourist is struggling with three suitcases on an escalator.
- e During a group work activity, you think it's a good idea for your group to go to a different classroom to practise a dialogue.

10 **Put the Worksheet away. In your notebook, write three ways of making a request, three ways of making a suggestion and three ways of offering to do something.**

Reflect

11  **Discuss the questions.**

- Do you feel more confident about making suggestions, requests and offers?
- Are any of the functions more difficult than others?
- Has your intonation improved? Does it sound more natural?
- Do you think you'll need to use any of these expressions in a real-life situation in the near future?