

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?