

1 Speaking

Discuss these questions in a group.

- How important is being polite in your culture?
- In what situations is it important to be polite?
- How do you feel when people are being impolite?
- Are you ever impolite yourself?

2 Listening

Listen to two conversations. In each case one person is making a polite request. Write down what they ask for.

Conversation 1.	
Conversation 2.	

3 Language

Fill in the missing words in these sentences from the recording.

1. I'd _____ a vacation to Paris next month.
2. That _____!
3. I'll _____.
4. _____ to do that?
5. _____ which way to go from the bus stop?
6. Thanks, I'd _____!



Listen again and check your answers.

What words or phrases do we typically use to sound polite?

4 Pronunciation

Look at the sentences in the previous exercise. How do you pronounce the contractions? Practise saying the sentences.

5 Language

Put the following phrases under the correct headings in the table.

Could I have the + noun + please?

Can you tell me the time please?

Sure, go ahead.

Is it OK if I take this + noun?

Certainly.

Could you pass me the + noun + please?

Excuse me, could I get past please?

Of course not!

I'm afraid ..., sorry.

Do you mind if I borrow your + noun?

Be my guest.

Sorry but ...

Sorry but we've got no + noun + ourselves.

Could you possibly change this for me?

Asking if you can do something	Asking someone else to do something

Saying yes	Saying no

6 Pronunciation

Listen to your teacher say some sentences and decide if he/she is being polite or impolite. How do you know? Tick (✓) the correct box.

	Polite	Impolite
1		
2		
3		
4		
5		

What other 'non-verbal' features are important to show politeness?

7 Language

Look at these sentences. Work with a partner and make them more polite.

1. Give me your pen.

2. Do my homework for me.

3. Lend me some money.

4. Pass me the salt.

5. I want to make a reservation for two.

6. I haven't got time.

7. I'm too busy.

8. Can I smoke here?

9. Give me a lift.

10. Bring me a cup of coffee.

Practise saying the sentences in a polite way or in an impolite way.

8 Speaking

Here is a list of things you want. Walk around the class and ask politely if someone will do one of these things for you. Try and find a different person for each. You do not have to say yes to a request.

Find someone who will ...	Name
... do your homework for you.	
... lend you some money.	
... tell you the time.	
... tell you how old they are.	
... let you turn off the air conditioning.	
... turn on the air conditioning for you.	
... sing you a song.	
... tell you a joke.	
... clean up your house.	
... recommend a movie to see.	
... let you stay at their house for a week.	
... let you leave early.	