

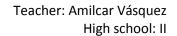


lame:	Date:

POLITE QUESTIONS

- · I would like to know...
- I was wondering...
- · Could you tell me...
- I would really appreciate if you could tell me..

Make the questions polite. What time does the office open? When will the job interviews be held? What qualifications do I need to have? What documents do I need to have on me?





Indirect questions (being polite):

Fill in the gaps using the words in the box.

No, that's fine.	Yes, certainly.	I'm sorry, but	please
Do you mind	if	where I could find the ladies?	Can you tell me
Excuse me	but	Sure, no problem.	Yes,

Q: Do you mind _	I sit here?
A:	it's already taken.
Q: Could you tell please?	ne (toil
A:	. It's just down the hall and to the left.
Q:	, is it OK to smoke here?
A: I'm sorry,	this is a no smoking zone.
Q:	if I borrow your pen.
A:	. Take it, I have another one.
Q: Could you tell	ne what the time is,?
A:	It's 12:30pm.
Q: Excuse me, _	how long the movie runs t
A:, ce	tainly. It runs for 1 hour and 50 minutes.