



Name: _____ 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,

- 1) Q: Do you mind _____ I sit here?
A: _____ it's already taken.
- 2) Q: Could you tell me _____ (toilets), please?
A: _____. It's just down the hall and to the left.
- 3) Q: _____, is it OK to smoke here?
A: I'm sorry, _____ this is a no smoking zone.
- 4) Q: _____ if I borrow your pen.
A: _____. Take it, I have another one.
- 5) Q: Could you tell me what the time is, _____?
A: _____. It's 12:30pm.
- 6) Q: Excuse me, _____ how long the movie runs for?
A: _____, certainly. It runs for 1 hour and 50 minutes.