

How to make great requests

Name: _____ Class: _____ Date: _____

Step 1: With a partner, read the following scenarios and decide what you would say in Japanese.

Scenario 1: You are in a class and the lesson has just begun. You realise that you forgot to bring a pen with you. You are sitting next to a student **you have never met before**. IN JAPANESE, you say to him/her:

Scenario 2: You are in a class and the lesson has just begun. You realise that you forgot to bring a pen with you. Your classmate, **who is a good friend**, is sitting next to you. IN JAPANESE, you say to him/her:

Step 2: With your partner, discuss this question: What influenced you to say what you did in each situation?

For example:

A: So, in the first situation, why did you say ~?

B: Well, that's a good question. Maybe because... [REASON].

A: I see. I think the reason is ... [REASON].

B: Good point. Well, how about the next situation? Why did you say ~? (Etc.)

Step 3: Read over the following scenarios with your partner and decide what you would say IN ENGLISH.

Scenario 1: You are in a class and the lesson has just begun. You realise that you forgot to bring a pen with you. You are sitting next to a student who you have never met before. IN ENGLISH, you say to him/her:

Scenario 2: You are in a class and the lesson has just begun. You realise that you forgot to bring a pen with you. Your classmate, who is a good friend, is sitting next to you. IN ENGLISH, you say to him/her:

Scenario 3: You are traveling abroad and want to return to the subway station, but you are lost. You do not have a map, so you approach someone in the street to ask for directions. IN ENGLISH, you say to him/her:

Scenario 4: You are in the classroom with some classmates for a lesson. You have only met the teacher a couple of times. The air conditioner is on and you are feeling quite cold. IN ENGLISH, you say to him/her:

Scenario 5: You are staying at a hotel and you would like an extra bath towel. You go downstairs to the hotel front desk. You say to the hotel clerk IN ENGLISH:

Scenario 6: It is your first day of work at a new company. You are having lunch at a restaurant with a group of colleagues who you had never met before. You go to pay for your meal, but you realise that you forgot to bring your wallet. IN ENGLISH, you say to one of your colleagues:

Step 4: With your partner, read aloud the following model answers for each scenario, which come from native or near native level English speakers of different genders and ages.

Scenario 1 data

- Excuse me! Would you mind loaning me a pen please as I've forgotten mine? [Female-60s]
- Excuse me, do you have a spare pen that I could borrow for this lesson? [Male-60s]
- Sorry to bother you, but could I borrow a pen from you? I forgot to bring one from home. [Female-50s]

Scenario 2 data

- Hey, can you lend me a pen? [Male-30s]
- Mate, lend me a pen. [Male-20s]
- Could I borrow a pen? I forgot my pencil case at home. [Male-40s]

Scenario 3 data

- Excuse me, but could you tell me the way to the subway station please? [Female-60s]
- Hi, excuse me. I'm a bit lost. Would you mind helping me with directions? [Female-20s]
- Excuse me, sorry to bother you. Could you tell me how to get to the nearest subway station? [Male-20s]

Scenario 4 data

- Excuse me, Mr/Mrs _____. May I ask you to turn down the air conditioner? I'm feeling a bit cold. [Female-50s]
- Excuse me. Would it be okay to turn the air conditioner off? It's a little bit cold. [Male-40s]

Scenario 5 data

- Would it be possible to have an extra bath towel please? [Female-60s]
- Can I please grab another bath towel? [Male-20s]
- Excuse me, may I have another towel? [Male-30s]
- Hello, could I have another bath towel please? [Female-50s]

Scenario 6 data

- I've actually just realised I've left my wallet at home, do you mind paying for my lunch and I'll bring in the money for you tomorrow? [Male-20s]
- I've forgotten my wallet, is there any chance you can pay for my lunch and I'll transfer the money to your bank when we get back to the office? [Female-40s]
- I'm embarrassed to tell you, but it seems like I forgot to bring my wallet. Would you be kind enough to lend me some money? [Female-50s]

Step 5: With your partner, fill out the tables below for each scenario above.

Scenario 1: Borrowing a pen from a stranger (For example)

PDI Scale	Attention getter	The request	Modifier
	Excuse me	Would you mind...? Could I...? Do you have... I could...?	Sorry to bother you I've forgotten mine I forgot to bring one from home

Scenario 2: Borrowing a pen from a friend

PDI Scale	Attention getter	The request	Modifier

Scenario 3: Asking for directions from a stranger

PDI Scale	Attention getter	The request	Modifier

Scenario 4: Asking a teacher you don't know well to turn down the AC temperature

PDI Scale	Attention getter	The request	Modifier

Scenario 5: Asking a hotel clerk at the front desk for an extra bath towel

PDI Scale	Attention getter	The request	Modifier

Scenario 6: Asking to borrow money from colleagues on your first day of a new job

PDI Scale	Attention getter	The request	Modifier

Step 6: For review, answer the following questions:

1. What can you say to get a stranger's attention? _____

2. When is it okay to say *Hey*? (Circle best answer)
a. With friends b. With strangers

3. Which scenario contains a direct request? Scenario #: _____ (_____)

4. In which of the following situations is it NOT okay to use a direct request? (Circle best answer)
a. With a close friend b. With a stranger c. With someone standing near you

5. When is it NOT okay to use *Can I...* or *Can you...*? (Circle best answer)
a. With your boss b. With a friend c. In a low-intensity situation

6. Is *May I...*? a polite or casual request form? (Circle best answer)
a. Polite b. Casual

7. In a situation of mid to high intensity, where you are distant from the listener (or if they are of higher social status), *Would you mind...?* is a good request form to use. (Circle best answer)
a. True b. False

8. What request form is often used with both friends and strangers? _____

9. Which request forms do you think are the most polite? _____

10. Did anyone make a direct request using *Please...*? (Circle best answer)
a. Yes b. No