REQUESTS

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POLITE ↑

I would appreciate it if **you could** *e-mail me the file.*

Would it be possible (for you) to *e-mail me the file*?

I was wondering if you could e-mail me the file.

Do you think you could *e-mail me the file*?

Would you mind *e-mailing me the file*?

Would / Could you *e-mail me the file*?

Can you *e-mail me the file*?

I'd like you to *e-mail me the file*? (gentle order)

Please *e-mail me the file.* (order)

SAYING YES	SAYING NO
POLITE	
- **Certainly.**	- **I'm sorry, I'd rather not.**
- **Of course (not).**	- **I'm sorry, I can't.**
- **Not at all.**	- **I'm afraid I can't.**
CASUAL / NEUTRAL	
- **Sure.**	
	- **Yes, I mind (strong)**
- **No problem.**	
	- **No (strong)**
- **No, I don't mind.**	