



ASKING TO DO SOMETHING

MAY I + VERB?

- *May I use the bathroom?*
- *May I sit here?*

COULD I + VERB?

- *Could I get your e-mail address?*
- *Could I use your phone, please?*

CAN I + VERB?

- *Can I borrow your pen, please?*
- *Can I take tomorrow off?*

ASKING SOMEONE TO DO SOMETHING

WOULD YOU + VERB?

- *Would you pass the salt?*
- *Would you hold the door, please?*

COULD YOU + VERB?

- *Could you e-mail me the file?*
- *Could you print this for me, please?*

CAN YOU + VERB?

- *Can you answer the phone?*
- *Can you send me the invoice, please?*

ACCEPTING

- Certainly.
- Of course.
- Sure.
- No problem.



DECLINING

- I'm sorry, but ...
- I'm afraid ...
- No, I'm sorry.

