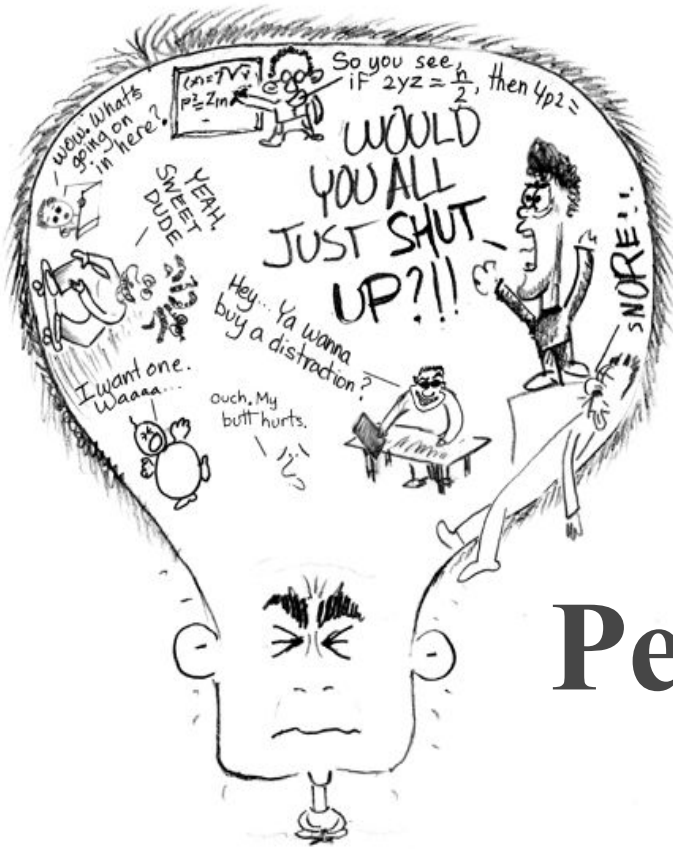




# Apologizing and requesting permission



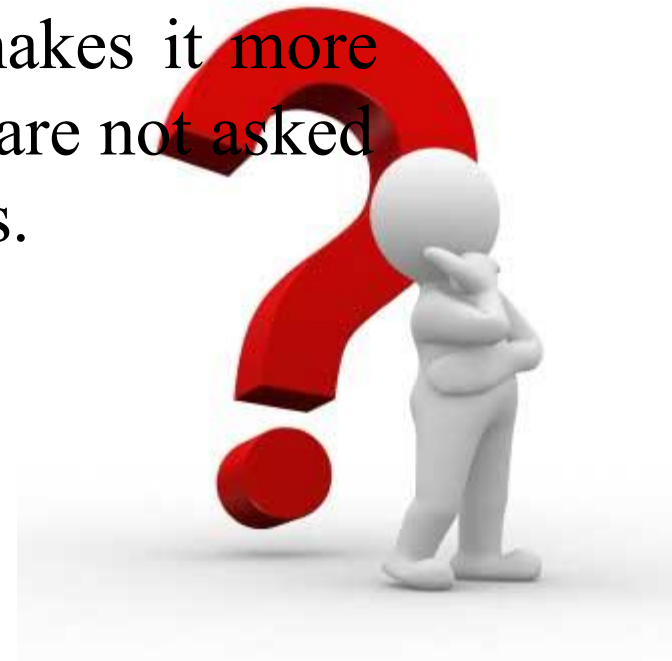


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# Requests and Permission: may, can, could, will, would

# Requests

- Requests in English are usually made in the form of general questions with the help of the modal verbs **MAY**, **CAN**, **COULD**, **WILL**, **WOULD**. Requests are pronounced with rising intonation at the end of the question. Adding "please" to a request makes it more polite. As a rule, polite requests are not asked in the form of negative questions.



- The modal verbs **MAY**, **COULD**, **WILL**, **WOULD** are used in making polite requests in speech and writing, in communication with strangers and with people you know. **CAN** in requests is considered to be less polite than the other modals in this group. **CAN** is generally used in informal requests, mostly in conversation with friends and family. Note the use of the pronouns "I, you". In requests, **MAY** is used in the form "May I"; **WILL** and **WOULD** are used in the forms "Will you" and "Would you"; **COULD** and **CAN** are used in both variants.



# Examples

- ❑ **May** I speak to Tom Lee, please?
- ❑ **May** I borrow your pen, please?
- ❑ **Could** I speak to Tom Lee, please?
- ❑ **Could** you lend me thirty dollars till Wednesday, please?
- ❑ **Can** I borrow your pen, please?
- ❑ **Can** you tell me where the bank is, please?
- ❑ **Will** you please be quiet?
- ❑ **Would** you please ask her to call me?



# Typical responses to requests

If you want to respond to a request positively, use the following typical responses to requests.

- ▣ **Formal style:** I'd be glad to. / I'd be happy to.
- ▣ **Less formal:** Yes, of course. / Of course. / Certainly.
- ▣ **Informal:** Sure. / No problem. / Uh-huh.

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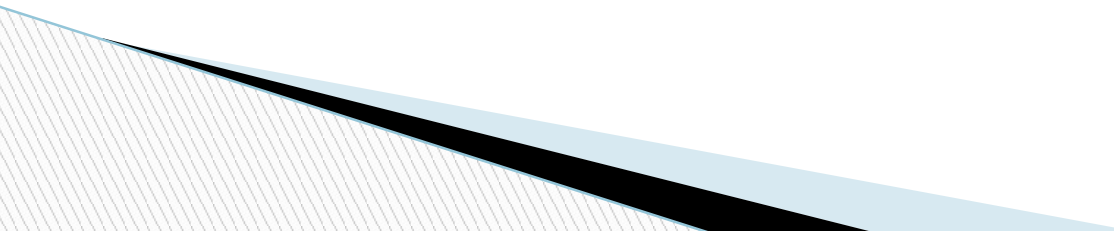
I' d be glad  
to.

Yes, Of course

# Examples

- Could you tell her that Roy James called? – **I'd be glad to.**
- Could you help me with this report? – **Yes, of course. / Certainly.**
- Could I borrow your calculator for a minute? – **Sure, here it is.**
- Could you tell me where the bank is, please? – **Sure.**  
It's right around the corner on Fifth Street, next to the post office.

If for some reason you want to respond to a request negatively, use the following typical responses.

- **Formal style:** I'm afraid it's not possible. / I'm very sorry, but... / I'd like to, but... / I wish I could (help), but...
  - **Less formal:** Sorry. / Sorry, I can't.
- 



# Examples

- Can I borrow your CD player? – **Sorry**, I need it today.
- Would you please ask him to call me at seven o'clock? – **I'd like to, but** I won't see him.
- May I speak to Mr. Brown, please? – **Sorry**, he is not in.
- Could I use your phone? – **I'm sorry**. I'm waiting for a phone call.

# Requesting permission

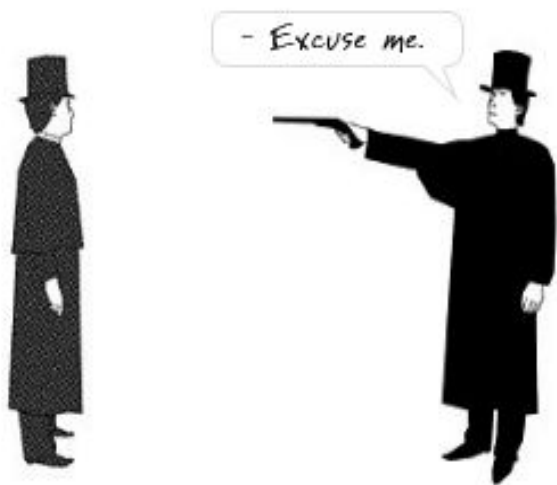
Asking for permission to do something is also a request. Permission is asked in the form of affirmative questions with the help of **MAY**, **COULD**, **CAN**. **MAY** asks for formal permission, **COULD** is less formal, and **CAN** asks informal permission. **MAY** and **COULD** are more polite than **CAN**.

Permission is given with the help of typical responses to requests mentioned above or with the help of **MAY** (formal permission) and **CAN** (informal permission). If permission is not given, "**can't**" is generally used. "**May not**" is used in formal situations.

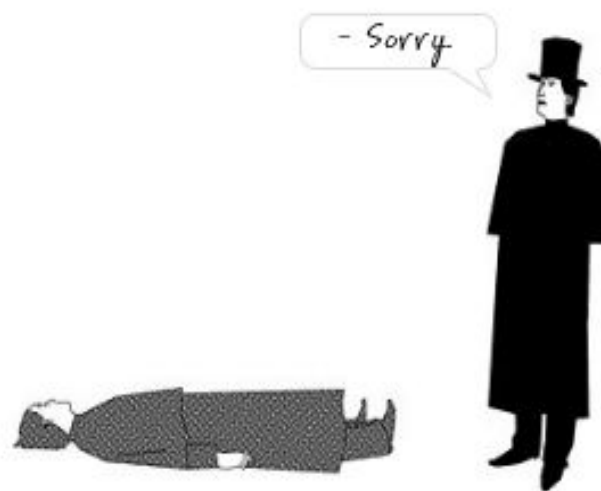
# Examples

- ❑ **Formal style:** Mrs. Brown, may I stay at your house till Wednesday? – 1. Yes, you may. 2. No, you may not. / I'm afraid it's not possible.
- ❑ **Less formal:** Could I stay here till Wednesday? – 1. Yes, of course. / Certainly. / Yes, you can. 2. I'm afraid it's not possible. / Sorry, you can't.
- ❑ **Informal:** Can I stay here till Wednesday? – Sure.

# Apologizing



Дантес говорит перед выстрелом



Дантес произносит после выстрела

# Excuse me vs I'm sorry

*Excuse me* – это своего рода повод привлечь внимание человека.

- Excuse me, could you tell me the time?
- Excuse me, but this is my place.
- Excuse me, where is the shop?

*Sorry* – это извинение за уже предоставленную вами неприятность.

- I'm sorry I have broken your favourite cup.
- I'm sorry about that .
- I'm sorry, but this is my place.



# «Sorry, I can't hear you»

Основные варианты:

- - Sorry?
- - Pardon?

Изысканные формы:

- - Pardon me?
- - Pard me?

Совсем грубое:

- What?



# «*Sorry => beg your pardon*»

- Sorry.
- I'm sorry.
- I'm so sorry.
- I'm very sorry.
- I'm really sorry.
- I am awfully sorry.
- I am very, very sorry about
- I beg your pardon.



# Forgive me

Выражение тоже переводится, как «прости меня», но имеет ОГРОМНЫЙ вес. Т.е. произнести такую фразу уместно только в том случае, когда вы нанесли серьезный удар знакомому человеку и достаточно давно (т.е. не сию секунду).

- - Please, forgive me! I was such a fool!





# Apologize

Несколько официальная форма извинения, принятая (в основном) на письме.

- We apologize for any inconvenience.
- Please accept our humble apology.

## Apologizing

Does not always mean that you're wrong and the other person is right.

It just means that you value your relationship more than your ego

# Other variants of apologizing

- It's my fault.
- It's all my fault.
- Don't be angry.
- Don't be offended.
- Oops! I really didn't want to.
- Yourself to blame.



# How reply to apologizing

- ❑ Never mind.
- ❑ That's quite all right.
- ❑ Don't mention it.
- ❑ Forget it.
- ❑ That's OK/It's OK.
- ❑ Think nothing of it.
- ❑ It's not important.
- ❑ Don't worry. You couldn't help it.
- ❑ It doesn't matter, honestly.

