

## How to make a request or order sound more polite?

We can use imperative sentences to give orders. This is not very polite, though. Instead of using an imperative, you can use an introductory phrase.

Here are some common ways of rephrasing an order.

Would you mind...?

This is the most polite form. Note that would you mind...? is followed by a noun or an -ing form.

Would you mind waiting for an hour?

Would you mind opening the window? (= Please open the window.)

Would you mind moving a bit? (= Please move a bit.)

I was hoping...

This is another expression that can be used to make a request or order more polite.

I was hoping you could lend me some money.

I was hoping you could spare me a few minutes.

I was hoping you could help me with the homework.

Do you think you could ... (+ infinitive without to)

Do you think you could type these letters for me?

Do you think you could tidy up the room?

Do you think you could help me with the housework?

I'd like you to...

This phrase is used to make a more direct request. It is more like an order than a request.

I'd like you to type these letters for me.

I'd like you to do the shopping for me.

I'd like you to pick up the children from school.

I'd like you to help me with the housework.

I want you to...

This is the least polite of all these forms. It is used to issue an order.

## **How to make a request or order sound more polite?**

I want you to finish this report by tomorrow.

I want you to wash the car.

I want you to leave my house.

I want you to wash the clothes.