Unit 3 · Requesting and Responding

STUDY NOTES

The unit in one line

- **request** = ask someone politely to do or give something: *Could you open the door, please?*
- **response** = the answer: yes (*Sure!*) or a kind no (*Sorry, I can't*) with a reason

Song: requests

- most lines are requests: for colors to paint the hills and seas, to take a lovely shoe, for a cup of tea, to explain what the world will look like
- the starts: **Will you…? Can I…? Could you…?**
- a request ends with **?**

Reading I: Beauty and the Beast (a fairy tale)

- **fairy tale** = a story with magic, where the good are rewarded; first written down in **France**
- a **merchant** lives near a **dense** forest with three daughters

Daughter	Asks for	How she asks
eldest	silk dresses	*Will you bring me…?*
second	pearl earrings	*Could you please bring me…?*
Beauty (youngest, kindest)	some roses	*You may just bring me…* (gentlest)

The story in order

1. the merchant is about to go to town; the daughters ask for presents
2. lost in the forest, he finds an old castle and starts to pick a white rose
3. a **beast** (lion's head, bear's body, wild dog's legs) **roars**: he came in **without permission**
4. the deal: go home, but send the daughter who wanted roses, or the beast takes them all
5. home with a sad story; the sisters want Beauty sent, **to be safe**; the father refuses
6. Beauty slips away to **save her family**; the beast is kind; they become best friends
7. a visit home for **one day** becomes weeks: she **forgets her promise**
8. she dreams he is **sick and calling her**; runs back; her **tears** fall on his face
9. he becomes a **young prince**: punished for **killing many wild animals**; only a true friend's tears could change him back
10. Beauty's family comes to the castle; all live happily

- the presents show each girl: the sisters want costly things; Beauty is **thoughtful**

Reading II: an application for sick leave

- **application** = a formal letter asking someone in charge for something (leave, permission)
- **Mukesh Sharma**, Grade **6**, to the **principal** (a woman), Shree Padmodaya Secondary School, Kathmandu; **April 5, 2020**
- has a **fever**; doctor: **take medicine and rest**; asks for leave for **a day**

1. **Date**
2. **Receiver:** *The Principal*, school, place (a line each)
3. **Subject:** *Application for sick leave*
4. **Salutation:** *Dear Madam, / Dear Sir,*
5. **Body:** *With due respect, I would like to inform you that …* + the reason + *I request you to grant me leave for …* + *I shall be very grateful to you.*
6. **Closing:** *Your obedient student,* name, grade

Key words

merchant: a person who buys and sells goods.

dense: thick, close together.

castle: a large, strong building where a king or another great person lives.

roar: make a loud, deep noise, like a lion.

scare: make someone frightened; **terrified**: very frightened.

punishment: bad treatment for doing wrong.

overjoyed: very, very happy.

inform: tell officially.

suggest: advise.

grant: give or allow what is asked.

obedient: dutiful, well behaved.

grateful: thankful.

Speaking: asking and answering

Request	Best with
Will you *pass me that book, please?*	family, close friends (can sound bossy)
Can you *help me?*	friends, family, classmates
Could you *open the window, please?*	anyone: teachers, elders, strangers
Would you *show me the way, please?*	anyone; most polite
Please *give me a glass of water.*	anyone, said gently

Yes	No, kindly
Sure, here you are.	*Sorry, I am using it.*
Of course. Take this.	*I'm afraid I can't. I'm feeling weak.*
Certainly! / No problem.	*I would like to, but …*

- no → always a short **reason**
- handing something: **Here you are**, not *Here I am* (= I have arrived)
- you can request **information** too: *Could you please tell me why…?*

Grammar: will, would, can, could

- **modal verbs**: never **-s**, no **to**; then the **plain verb**

Modal	Does	Example
will	future; promise; direct request	*I will do it myself.*
would	very polite request; offer; something **imagined**	*If I were you, I would tell her.*
can	ability now; permission; friendly request; happens sometimes	*It can be very cold here.*
could	past ability; polite request; possible	*When I was five, I could swim.*

- **shall** = older *will*, with *I, we*: *I shall be very grateful.*
- *Can I help you?* = an **offer**
- imagined (*if I were*, *if I had*) → **would**

Writing: an application

- order: **date → receiver → subject → salutation → body → closing**, name, grade
- body: what is wrong → what the doctor or health worker said → how many days (from when to when) → the request → thanks
- **conversation:** a request can be answered with a request: *Of course. Can you bring it back tomorrow?*

Project: A List of Our Demands

- each wish as a polite request (*Could you bring me…?*); count; most common at the top

Listening: Dipak and Carol

- **Dipak** plans to start a **computer** class
- wants to learn **email**, to keep in touch with his **uncle in the US**
- doesn't want to **waste** his time on social sites
- Carol's requests: *Will you please tell me…? Could you please tell me why…? — Of course.*

COMMON MISTAKES

✗ She cans swim.
✓ She **can** swim.

✗ Will you to help me?
✓ Will you **help** me?

✗ I could went.
✓ I could **go**.

✗ If I were rich, I will build a library.
✓ If I were rich, I **would** build a library.

✗ Here I am. (handing a pen)
✓ **Here you are.**

✗ Explain it again. (to a teacher)
✓ **Could you** explain it again, **please?**

✗ The beast became a young lady.
✓ The beast became a **young prince**.