Unit 3 · Requests and Responses

STUDY NOTES

WHAT THE BLE ASKS

- **CDC's grid tests skills, not units:** Reading 25 · Writing 20 · Grammar 5
- **Reading 1–2 (seen texts, 5 marks each):** the announcements (CDC's own sample paper uses Parents Day); the washing machine steps
  - True / False
  - facts
  - word meanings
- **Reading 3–4 (new texts, 5 + 10 marks):** can be an announcement or a set of instructions
- **Writing**
  - ten punctuation errors (5 marks): commas, semicolons, colons
  - guided writing, 5 marks: an **announcement** or **instructions**
  - free writing, 10 marks: such as a letter
- **Grammar (5 marks):** *Change into indirect speech*; blanks

Reading I: Public Announcements

- **Kind: announcement**: a short public message; often spoken; formal and polite
  - **what**
  - **where**
  - **when**
  - **who**

Pre-flight (gets people ready)

- cabin crew of **Nepal Airlines**, **Flight RA-402**, **Kathmandu → New Delhi**
- **third in line** to take off, in the air in about **five minutes**
- **fasten** seatbelt
- **secure** baggage under the seat or in **overhead compartments**
- seat **upright**: **for safety**, a quick way out; a leaning seat blocks the one behind
- turn off **gadgets**, laptops and phones
- smoking **strictly prohibited**; thanks and a good flight

Words	How strong
Please fasten…	polite instruction
Make sure that you…	firmer: check it is done
We also request you to…	formal request
…is strictly prohibited	a rule

Parents Day (invites)

- **Dibya Jyoti Secondary School**, **22nd of March**, its **42nd anniversary**: an **auspicious occasion**
- **Assembly Hall**, **11:00 a.m.**
- chief guest: the **Mayor of Bardaghat Municipality**, an **ex-student**; will **grace** the ceremony
- mayor **confers** prizes:
  - **academic**
  - **co-curricular**
  - **extra-curricular**
- **talented students:** cultural performance
- at the very end: a short **photo session**
- polite: *We are pleased / feel privileged / feel proud to announce…*

Reading II: How to Wash Clothes in a Washing Machine

- **Kind: instructions**: *How to…* title, short introduction, **numbered steps** with headings, **imperatives** (*Separate, Load, Add, Set*), reasons; softened by *Make sure to…, you should…*
- **washing machine:** home **appliance** for **laundry**; automatic, no need to **supervise**

1. **Separate:** piles by **fabric** and color (delicate fabrics damaged, dark colors run); read the **care label**; **delicate** items by hand, or delicate cycle in a **mesh bag**
2. **Load: dump** them in; don't **overload** (clothes not washed as they should be)
3. **Detergent and fabric softener:** see the **manual**; amount depends on load size and machine
4. **Turn on:** close the door, press start
5. **Cycle:** one speed **agitates / tumbles**, a faster one **spins** the water out
   - normal
   - delicate
   - **permanent press**
   - quick
6. **Temperature:** see the table
7. **Clean the machine** regularly; leave the door open → no **mold**

Water	Good for	Note
hot	towels, bedding, **sturdy** fabrics, very dirty things; **sanitizes**, kills germs best	can **shrink**, **fade**, **set** stains; much more energy
warm	moderately dirty loads, dark colors, permanent press	a middle way
cold	garments needing gentle washing	gentlest; less energy

Key words

fasten / secure: close firmly / make safe so it can't move.
baggage: bags and cases for a journey.
upright: straight up, not leaning.
gadget: small electronic device or tool.
prohibited: not allowed by a rule or law.
auspicious: lucky; a sign of good things.
anniversary: same date as a special event in an earlier year.
privileged: honored.
grace: honor an event by coming to it.
confer: give a prize or honor formally (*confer on*).
co-curricular / extra-curricular: going along with lessons / outside them.

appliance: a machine used in the home.
laundry / garment / fabric: clothes for washing / a piece of clothing / cloth.
delicate: easily damaged.
detergent: washing powder or liquid.
manual: a machine's book of instructions.
agitate / tumble: shake about / turn over and over.
sanitize: clean so it is free of germs.
shrink / fade: become smaller / lose color.
sturdy: strong.
mold: soft, furry fungus in damp places.

Grammar: reporting yes/no questions

- a reported question **isn't a question**: statement order, no question mark
- *"Are you coming?" she asked.* → *She asked **if I was** coming.*

1. **reporting verb** (not *said*):
   - *asked*
   - *inquired*
   - *wanted to know*
   - *wondered*
2. **if / whether**, never *that*
3. **statement order**; *do, does, did* go
4. **tense one step back** (past reporting verb)
5. **person words:** *you* → *I*, *your* → *my*
6. **time and place words**
7. **full stop**

Direct	Reported
Am / Is he…?	he **was**
Are they…?	they **were**
Do / Does she like…?	she **liked**
Did he notice…?	he **had noticed**
Was he…?	he **had been**
Has she gone…?	she **had gone**
Can he…?	he **could**
Will you…?	I **would**
Should they…?	they **should**

- time and place words:
  - **today** → that day
  - **tomorrow** → the next day
  - **yesterday** → the day before
  - **this morning** → that morning
  - **this** → that
  - **here** → there
- **present** reporting verb: tense and time words stay: *She asks if I am free today.*

Making requests

- + **base form**:
  - *Could you please…?*
  - *Can I ask you to…?*
  - *Do you think you could…?*
  - *I was wondering if you could…*
- *I was wondering…*: past form, means **now**; gentler; can end with a full stop
- *Would you mind **opening** the window?* (someone else); *Would you mind if I **opened**…?* (permission)
- **replies:**
  - *Sure, no problem.* (yes)
  - *I'll see what I can do.* (maybe)
  - *Let me check and get back to you.* (not yet)
  - *Of course not. Go ahead.* (yes, to *mind*)
- **no:** *I'm sorry / I'm afraid* + a reason

Writing: an announcement

- **Title:** *Children's Day Announcement*
- **Greeting** (often): *Dear Students and Teachers,*
- **What:** *We are pleased to announce that…*
- **When:** date and time
- **Where:** the place
- **Who:** taking part, chief guest
- **How:** what will happen
- **Request:** *All students are requested to attend.*
- **Name:** *Bishal, Class Captain, Grade 8*
- **future** (*will be held*); **passive** where the doer doesn't matter; **short**

Commas, semicolons, colons

- **Comma:**
  - items in a series
  - after a transition (*On the other hand,*)
  - before direct speech (*He said to me, "…"*)
  - before a question tag (*You like tea, don't you?*)
  - after *yes / no*
- **Semicolon:** two complete, closely related sentences (*The movie is interesting; it is about a love story.*); list items with commas of their own
- **Colon:** after a whole sentence: a list, an item or an explanation (*I need a few things: milk, bread, biscuits and vegetables.*)

The letter r

- **British:** *r* heard only before a **vowel sound**: *air* /eə/, *turn* /tɜːn/
- **American:** heard wherever written; both correct
- dictionary brackets: /ˈwɪnə(r)/ = only if a vowel sound follows
- **linking r:** *your eyes, the winner is*

COMMON MISTAKES

✗ She asked if was he coming.
✓ She asked if **he was** coming.

✗ He asked if did I like tea.
✓ He asked if **I liked** tea.

✗ They asked that she could swim.
✓ They asked **if** she could swim.

✗ She said, are you coming?
✓ She **asked if I was** coming.

✗ conferred the prizes to the winners
✓ conferred the prizes **on** the winners

✗ The bus was late, we missed the show.
✓ The bus was late, **so** we missed the show.

✗ I need to buy: milk, bread…
✓ I need to buy milk, bread…