

PRACTICAL ENGLISH FOR PROFESSIONALS

LESSON 2. REQUESTS AND OFFERS

1. **Listen** to the following dialogues and decide if the first speaker is making an offer or a request.
2. Write the different ways of making an offer / request. And the ways of accepting / rejecting them.
3. Which ones are formal and which informal?

The first dialogue has been done for you as an example.

DIALOGUES		Offer/ Request	Accepting/ Rejecting	Formal/ Informal
1.	<i>Would you like me to calculate the costs for the project? Yes, That would be very nice.</i>	Offer	Accepting	Formal
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

4. Work with a partner and create short dialogues with these expressions. Make requests and offers and accept and reject them.