

## 5.4 COMMUNICATION FILE

### Asking for and offering help

#### Situation 1

Student A needs to visit an office on the other side of town.

Student A  
Ask to look at Student B's map.

Student B  
Offer to take Student A in your car.

#### Situation 2

Student A is moving a heavy chair.

Student A  
Ask Student B to open the door for you.

Student B  
Offer to help Student A to move the chair.

#### Situation 3

Student A is taking an exam in two days' time.

Student A:  
Ask to leave work early today in order to study at home this evening.

Student B:  
Offer Student A the day off tomorrow.

#### Situation 4

Student A is studying English in order to go to work in Canada. Student B speaks good English.

Student A  
Ask Student B to check your exercise.

Student B  
Offer to speak English with Student A for 15 minutes every day.

#### Situation 5

Student B is in a building that they don't know very well.

Student B  
Ask the way to the office you want to visit.

Student A  
Offer to take Student B to the office.

#### Situation 6

Student B has visitors for a very important meeting.

Student B  
Ask Student A to bring coffee at 11 o'clock.

Student A  
Offer to order lunch for the visitors.

#### Situation 7

Student B has to write a difficult report on sales figures last year.

Student B  
Ask Student A for the sales figures.

Student A  
Offer to help Student B write the report.

#### Situation 8

Student B suddenly has a problem and cannot go to a meeting.

Student B  
Ask Student A to cancel the meeting with a client arranged for this afternoon.

Student A  
Offer to try to change the meeting to next week.