



<p>John: Good.</p> <p>JPN: Ah, I'm now doing my writing, and I want you to correct this.</p> <p>John: Sure.</p> <p>JPN: So can I have an appointment?</p> <p>John: You can come anytime during my office hours tomorrow.</p> <p>JPN: Really?</p> <p>John: Yeah.</p> <p>JPN: Uh, I'll be at 3 o'clock tomorrow.</p> <p>John: Sounds good to me.</p> <p>JPN: Okay.</p> <p>John: See you then.</p> <p>JPN: Thank you. See you.</p>	<p>2. Problems</p>
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### 3.2 [Polite requests]:

*Polite requests* are often (more \_\_\_\_\_) and (\_\_\_\_\_er).

### 3.3 [Directness]: (Blum-Kulka et al., 1989)

#### a) ( \_\_\_\_\_ ) strategies

- 1) Giving an order  
- *Close the window.*
- 2) Showing that a speaker is requesting or expressing willingness  
- *I would like to ask you to close the window*
- 3) Showing speaker's desire  
- *I want you to close the window.*  
- *I would appreciate it if you could close the window.*

#### b) ( \_\_\_\_\_ ) strategies

- 4) Suggesting  
- *How about closing the window?*
- 5) Asking about a hearer's ability  
- *Can you / could you close the window?*  
- *Will you / would you close the window?*  
- *Would you mind closing the window?*
- 6) Hints  
- *You have left the window open...*  
- *It's cold here.*

3.4 [Modifications]: The following techniques soften the force of the request. (Blum-Kulka et al., 1989)

Change of grammatical choices:

- a) ( Question ): *Can* you pass me the salt? (vs. Pass me the salt.)
- b) (Negative question): *Can't* you pass me the salt?
- c) ( ): *Could* you pass me the salt? (vs. Can you pass me the salt?)
- d) ( ): I *am wondering* if you could mail this for me. (vs. I wonder if...)
- e) ( ): I *wanted* to ask you about this. (vs. I want to ask you...)
- f) ( ): I *was wondering* if you *couldn't* mail this for me.

Softening words and phrases:

- g) Clean your room, ( ).
- h) Clean your room ( )( ) before dinner.
- i) Could you ( ) lend me your book?
- j) Do you ( ) I could borrow your book? →
- k) Do you ( ) if I borrowed your phone? →
- l) ( )( )( ) OK if you help me?
- m) I ( )( ) if you could write it for me.

3.5 Supportive sentences: modify the above main request sentence.

- a) Ask the potential availability of the hearer or ask for the hearer's permission to make the request.
  - *Are you busy right now?*
  - *Do you have a minute?*
  - *I have a question to ask you.*
  - *Could you do me a favor?*
  
- b) Give a reason or an explanation for your request.
  - *I missed class yesterday. Could you give me a handout?*
  
- c) Promise a reward for the hearer if the request is carried out.
  - *Could you give me a lift? I'll pay for gas or take you out for dinner.*
  
- d) Reduce the imposition placed on the hearer by the speaker's request

- (A: Maybe, I should have some time this weekend.) B: *This weekend works fine.*
- *Whatever works for you.*

Modifications are key to the indirect, polite requests.

#### 4. [Practice making requests]

Situations : the borrowing of: a pen, a quarter, one hundred dollars, a car, or a precious book from either a close friend or a professor

#### 5. [Discourse Analysis]

5.1 Native speaker's cases: Compare a Japanese learner's requests with those of a native speaker.

**Situation 1: Borrow a pen from your close teacher** (Prof. John Smith).

<A Japanese learner of English>	<A native English speaker>
JPN: Excuse me.	NS: Excuse me, Professor.
Prof: Yes?	Prof: Yes?
JPN: Can I borrow your pen?	NS: I forgot my pen today...do you happen to have an extra one?
Prof: Sure. Here you go.	Prof: Yes, as a matter of fact I do. Here you go.
JPN: Thank you.	NS: Thank you.
Prof: No problem.	Prof: You're welcome.

**Situation 2: Make an appointment to see your close teacher** (Prof. John Smith) in order to **ask about your study.**

<A Japanese learner of English>	<A native English speaker>
JPN: Hi, John.	NS: Excuse me, Professor Smith.
Prof: Hi, Tom. How are you doing?	Prof: Yes?
JPN: Fine, thank you. How are you?	NS: I had a question about the homework, and
Prof: Good.	I was wondering if I could stop by and
JPN: Ah, I'm now doing my writing, and	see, uh, see you in your office sometime?
I want you to correct this.	Prof: Yeah, uh, my office hours are tomorrow
Prof: Sure.	from three to four. So...
JPN: So can I have an appointment?	NS: Okay, so I should stop by then?
Prof: You can come anytime during my	Prof: Yeah.
office hours tomorrow.	NS: Okay, thanks a lot. See you then.
JPN: Really?	Prof: See you tomorrow.
Prof: Yeah.	
JPN: Uh, I'll be at 3 o'clock tomorrow.	
Prof: Sounds good to me.	
JPN: Okay.	
Prof: See you then.	
JPN: Thank you. See you.	

## 5.2 Structures of NS's request discourses

### A **casual** request

1. Getting attention
2. (Supportive sentences)
3. Requesting
4. Thanking

### A **careful** request

1. **Getting attention**
2. (Small talk)
3. **Supportive sentences**
4. **Requesting with modifications**
5. **Thanking**
6. (Closing a conversation)