

## Listening tool Topic 3. Making Requests

**Step 1.** Have a look through the language list to get familiar with the useful lexical and grammatical items.

**Time commitment:** 15-20 minutes. Don't worry if you're not yet fully familiar with each item. This will be your focus over the following 2 weeks.

Vocabulary	Sentence structures
<p>run into a couple of issues be concerned about argue quite strongly for have been proven correct a revised budget the formal approval forms get started run ... by you look promising rule out at this stage short notice make a plan to accommodate involve common require sth manage keep the cost to a minimum minimize make a start at the latest</p>	<p>one of which .... Do you remember &lt;place/time/event&gt; where/when/in which... get &lt;smn/sth&gt; involved... Once I've done..I'll do... In addition to...other... We're hoping to do...rather than just do we'd like to do...which means... A lot depends on how/what/when/who... It will require ...though Since...perhaps the best thing to do would be to do... If....I should be able to do so far but it seems that we won't be able to do... It shouldn't be ...</p>
	<p style="text-align: center;"><b>Communication tools</b></p> <p>I trust I'm guessing that.... Exactly We need your approval to do... There's no need to do... Do you mind me asking...? Please do. Before we ... I'd like to do... That's good news. I appreciate it's...but would that be doable? Would you mind doing ...? I understand. We'll do everything we can to do When do you think you can...by? Perfect! Shall we...?</p>

## Step 2. Work with the Core Structures

**Step 1.** Listen several times to understand the context. Refer to the language list above if needed.

**Step 2.** Try to repeat after the recording and together with it.

**Step 3.** Write down and record yourself. Share your Word and audio files in the class group.

### **Time commitment:**

20-40 minutes **over 2 days**, meaning - **do not** overstretch yourself by having to get all the details on “day 1”. Work with listening first, then on the following day, spend 10-20 mins listening again, shadowing and writing the details down.

## Step 3. Work with the Conversation

After the whole class has submitted their Core structures practice, you'll receive the main conversation for this topic.