

# Polite Expression



ขอบเขตเนื้อหา

1. Polite Request
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3. Apology & Forgiveness
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# 1. Polite expression: Request (การขอร้องสุภาพ)

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## 3 Could you do me a favor?

### 1 SNAPSHOT

#### Favors People Dislike Being Asked

Could you . . . ?

let me use your car    drive me to the airport    lend me some money    lend me your hairbrush

take care of my pet while I'm away    help me move into my new apartment    let me borrow your homework    let me stay at your place for a while

Source: Interviews with people between the ages of 16

Which of these favors would bother you the most? Which would bother you the least?  
What are three other favors that you dislike being asked?  
Imagine that a close friend asked you each of these favors. What would you say?

### 2 CONVERSATION Would you mind . . . ?

**A** Listen and practice.

Rod: Hello.  
Jana: Hi, Rod. This is Jana.  
Rod: Oh, hi, Jana. What's up?  
Jana: I'm going to my best friend's wedding this weekend. I'd love to take some pictures for his Web site. Would you mind if I borrowed your new digital camera?  
Rod: Um, no. That's OK, I guess. I don't think I'll need it for anything.  
Jana: Thanks a million.  
Rod: Sure. Uh, have you used a digital camera before? It's sort of complicated.  
Jana: Uh-huh, sure, a couple of times. Would it be OK if I picked it up on Friday night?  
Rod: Yeah, I guess so.

**B** Listen to two more calls Jana makes. What else does she want to borrow? Do her friends agree?

### GRAMMAR FOCUS

#### Requests with modals, if clauses, and gerunds

Less formal    **Can** I borrow your pencil?  
                          **Could** you lend me a jacket?  
                          **Is it OK** if I use your phone?  
                          **Do you mind** if I use your CD burner?  
                          **Would it be OK** if I picked it up on Friday night?  
                          **Would you mind** if I borrowed your digital camera?  
                          **Would you mind** letting me use your laptop?  
                          **I wonder** if I could borrow some money.  
                          **I was wondering** if you'd mind lending me your car.

More formal

**A** Make requests using these cues. Then practice with a partner. Which requests need to be more formal?

- You want to borrow your classmate's underwater camera for a diving trip.  
A: I was wondering . . .  
B: Sure, that's fine. But please be careful with it.
- You want to use your roommate's computer.  
A: Is it OK . . . ?  
B: You can use it, but please save my work first.
- Your neighbor has a car. You need a ride to class.  
A: . . .  
B: I'd be glad to. What time?
- You want a friend to help you move on Saturday.  
A: . . .  
B: I'm really sorry. I'm busy the whole weekend.
- You want to borrow your cousin's DVD of *Spider-Man*.  
A: . . .  
B: Actually, I already lent it to Serena. Sorry!
- You would like a second piece of your aunt's cherry pie.  
A: . . .  
B: Yes, of course! Just pass me your plate.

**B** Rewrite these requests to make them more formal. Then practice making your requests with a partner. Accept or decline each request.

- Lend me some money for an espresso.
- Take these books back to the library for me.
- Let me wear your leather jacket to the party this weekend.
- I'd like to borrow your cell phone to call my friend in London.
- Can I look at that newspaper when you've finished reading it?
- Take care of my pet rabbit while I'm on vacation.

Would you mind lending me some money for an espresso?

Could you do me a favor? • 17



## 2. Polite expression: Permission (การอนุญาต) -ต่อ-

๓. ประโยคคำถาม (Question) เป็นรูปประโยคที่นิยมใช้มากที่สุด ถือว่าสุภาพและน่าเกรงใจกว่ารูปประโยคแบบอื่น ตามโครงสร้างต่อไปนี้

### ๓.๑ Yes/No Question:

๓.๑.๑ **Can I/we.....?** ใช้พูดขออนุญาตโดยทั่วไป

Ex: Can I come in? Can I borrow your pen?

๓.๑.๒ **Could I/we.....?** ใช้พูดขออนุญาตที่สุภาพกว่า

Ex: Could I ask you a question, please?

Could I get another glass of water, please?

ขอน้ำอีกแก้วได้ไหมครับ

๓.๑.๓ **May I.....?** ใช้ขออนุญาตที่สุภาพมากและเป็นทางการ นอกจากนี้ยังใช้เพื่อขออนุญาตต่อผู้ที่มีอำนาจหน้าที่ที่สูงกว่าด้วย

Ex: May I ask you a question?

May I talk to you?

๓.๑.๔ **Do you mind if I...? Would you mind if I...?**

ฟังดูสุภาพมาก ใช้เพื่อขออนุญาตทำสิ่งทีอาจเป็นการรบกวนผู้อื่น

Ex: Do you mind if I rearrange these books for you?

Do you mind rearranging these books for you?

They seem a little messy. ว่าอะไรไหม(จะรังเกียจไหม)

ถ้าผมขอจัดหนังสือเหล่านี้ใหม่ให้คุณ คุณมันรกนิดหน่อย

Would you mind if I opened the window?

Would you mind opening the window?

ว่าอะไรไหม(จะรังเกียจไหม) ถ้าผมจะเปิดหน้าต่าง

๓.๑.๕ **Is it all right if I.....?**

Ex: Is it all right if I close the window?

เป็นอะไรไหมถ้าผมจะขอปิดหน้าต่าง

### ๓.๒ Tag Question:

**I can....., can't I?**

**I will....., won't I?**

Ex: I can come in, can't I?

ขอเข้าไปข้างในได้ไหมครับ

I will leave the door open, won't I?

จะขอเปิดประตูทิ้งไว้ได้ไหมครับ

### ๓.๓ Indirect Question:

**I wonder if I could.....**

**I wonder whether I could.....**

Ex: I wonder if I could use your camera.

ไม่ทราบว่าขอใช้กล้องคุณได้หรือไม่ครับ

I wonder whether I could play the music in

the room. ไม่ทราบว่าผมจะขอเล่นดนตรีในห้องนี้ได้หรือไม่

I wonder if I could close the door.

ไม่ทราบว่าผมจะขอปิดประตูได้หรือไม่

**It would be grateful if I.....**

จะเป็นความกรุณาอย่างยิ่งถ้า.....

## 2. Polite expression: Permission (การอนุญาต) -ต่อ-

๔. ประโยคบอกเล่าตามด้วยคำถาม (Statement + Question) ใช้ขออนุญาตเกริ่นบอกเพื่อเป็นการยืนยันหรือคิดไว้ก่อนแล้วว่าอยากทำเรื่องนี้จริงๆ แต่ต้องการให้ฟังดูนุ่มนวลกว่าและหวังว่าจะได้รับคำตอบอนุญาต (Yes) ตามรูปแบบประโยคดังนี้:

“I think I’m going to..... . Is that okay?”

“I believe I will..... . Is that okay?”

“I will..... . Is that alright? / Is it alright?”

Ex: I think I’m going to take two weeks for vacation starting next Monday. Is that okay ?

I’m going to buy more furniture for our office. Is that okay?

I believe I will try to finish this work tomorrow morning. Is that okay?

I believe I’ll have more time to look over that report after I come back. Is that Okay?

I will be on vacation the second week of January. Is it alright to stay at your house during that time?

I will order this spare part you want from the online store. Is that alright?

### 3. Polite expression: Apology การขอโทษ & Forgiveness การยกโทษ

คำขอโทษ:

Excuse me. 'Scuse me. Sorry.  
I'm sorry. Sorry about that. Pardon me.  
I must apologize. I didn't mean to.  
Please forgive me. I apologize for being late.  
Excuse me for my smoking here.  
Please excuse me for coming late.  
I really didn't mean that.

การตอบรับคำขอโทษ:

Not at all. Never mind.  
It doesn't matter. (ไม่ต้องกังวลหรอก)  
Not to worry. No worries. (ไม่เป็นไรครับ)  
It's nothing. Please don't worry about it (that).  
Forget it. No harm. (ไม่มีอะไรร้ายแรงหรอก)  
That's all right. (ไม่เป็นไรครับ)  
That's OK. (ไม่เป็นไร) No problem.  
No harm done. (ก็ไม่มีอะไรเสียหายนี่ครับ)  
I quite understand. (เข้าใจทีเดียวครับ)  
Don't let it happen again. (อย่าปล่อยให้เกิดขึ้นอีกนะ)

Task 1:

Dan: I am really sorry. I hope you'll forgive me.

Tom: After you apologize to me today.

We are going to forget it. We are good friends.

Task 2:

Sam: I want to apologize for not calling you yesterday.  
I was busy all day.

Roy: That's all right. I'm glad you have time to call me today.

Task 3:

Mike: Can you forgive me, Sue?

I didn't mean to hurt your feelings.

Sue: Well, I know now that you didn't mean to hurt my feelings. Yes, I'll forgive you.

Task 4:

Jeff: Oh! Was that your foot? I'm sorry. Does it hurt?

Lori: It's okay. It was an accident.

It will be all right in a minute.

Task 5:

Jim: Excuse me. I didn't realize that you were sitting here. I'll move over.

Carla: No problem. Thank you.

Task 6:

Jane: I'm sorry, sir. I guess I had too many things in my hands. Did I get any water on you?

Al: No, don't worry about it. Nothing spilled on me.

# 4. Polite expression: Frequent use

**Excuse me,... . Pardon me,... .**

bump into someone, get someone's attention, interrupt someone, and ask for information:

Ex: Excuse me, could you tell me the way to the cafe?

Excuse me, is anyone sitting here?

In American English "Pardon me" and "Excuse me" for apologies:

Ex: Excuse me / Pardon me, I didn't see you there.

In British English you say: Pardon? Sorry?

In American English you say: Pardon me? Excuse me?

not hear or understand and want them to repeat it:

Ex: Pardon, could you say that again?

**Sorry,..... . apologize for something small:**

Ex: Sorry, I'm late.

**I'm sorry... . when you made a mistake, or for any inconvenience:**

Ex: I'm sorry, but do you think you could move your car?

**Please, ..... .**

In British English, it introduces or ends a request or ask somebody to do something:

Ex: Please could I have the menu?

Could I have the menu, please?

Move this table for me, please.

**Thank You.**

say "Thank you" or "Yes " when you want to accept something:

Ex: How about another cup of coffee?

Thank you. / Thanks. / Yes, please.

You say "No, thank you." "No, thanks" When you want to refuse:

Ex: Would you like some more cake?

No, thank you. / No, thanks.

respond to thank you:

**You're welcome.** - basic

**My pleasure.** - happy to do it

**Don't mention it.** - informal

**Cheers.**

used in informal British English to mean "Thank you":

Ex: Here's that \$5 I owe you. Oh, cheers.

**Bless you.**

used after someone sneezes.

**Quiz Time:**

1. You also say "Cheers" when you lift a glass of alcohol before drinking it, to hope that people you are drinking with will..... .
2. The "Magic word" of Polite Expression is ..... .