

Using WOULD to Be Polite in English

Practice worksheet with answer key • B1–B2 • Requests, offers, invitations and preferences

Name: _____

Date: _____

Learning goal: Use would accurately and politely in everyday and professional situations.

Quick Reference

Purpose	Useful structure	Example
Request	Would you + verb...?	Would you send me the file, please?
Careful request	Would you be able to + verb...?	Would you be able to attend tomorrow?
Very polite request	Would you mind + -ing...?	Would you mind closing the window?
Permission	Would you mind if + past simple...?	Would you mind if I sat here?
Offer / invitation	Would you like + noun / to + verb...?	Would you like to join us?
Preference	Would prefer / would rather	I'd prefer to meet on Friday.

Exercise 1: Choose the Correct Form

Circle the correct option.

1. Would you mind closing / to close the door?
2. Would you be able finish / to finish the report by Friday?
3. I'd rather stay / to stay at home tonight.
4. Would you mind if I use / used your phone?
5. Would you like me carry / to carry that bag?
6. I'd prefer meet / to meet in the morning.
7. Would it be possible changing / to change the appointment?
8. Would you be interested in joining / to join our class?
9. I'd prefer it if you don't / didn't mention this.
10. Would you like some / any coffee?

Exercise 2: Complete the Polite Structures

Complete each sentence with the correct form of the verb in brackets.

1. Would you mind _____ the music down? (turn)
2. Would you be able _____ us after lunch? (call)
3. Would you like me _____ the tickets online? (book)
4. I would rather _____ until tomorrow. (wait)
5. Would it be possible _____ the deadline? (extend)
6. Would you mind if I _____ the window? (open)
7. I'd prefer you _____ me before visiting. (contact)
8. Would you consider _____ a different approach? (try)
9. We would be grateful if you could _____ your attendance. (confirm)
10. Would you be willing _____ at the weekend? (work)

Exercise 3: Make the Requests More Polite

Rewrite each direct sentence using the words in brackets. More than one answer may be possible.

1. Send me the revised document. (would you be able to)

2. Move your bag, please. (would you mind)

3. Give me an extension. (would it be possible)

4. Come to dinner with us. (would you like to)

5. Help me carry these boxes. (would you)

6. Do not tell anyone about this. (I'd prefer it if)

7. Call me tomorrow morning. (would you mind)

8. Let me leave early today. (would it be all right if)

Exercise 4: Match the Situation and the Polite Phrase

Write the correct letter next to each situation.

Situation	Polite phrase
1. You offer to call a taxi for a guest. ____	A. Would you mind speaking a little more quietly?
2. You ask a colleague to check a figure. ____	B. Would you like me to call a taxi?
3. You ask permission to sit near the window. ____	C. Would it be possible to reschedule our meeting?
4. You invite a friend to lunch. ____	D. Would you like to join me for lunch?
5. You ask someone to lower their voice. ____	E. Would you mind if I sat near the window?
6. You ask formally to reschedule a meeting. ____	F. Would you be able to check this figure for me?

Exercise 5: Correct the Mistakes

Each sentence contains one mistake. Rewrite it correctly.

1. Would you mind to wait for a moment?

2. I would rather to speak to the manager.

3. Would you be interested to attend the workshop?

4. Would you mind if I open the door?

5. Would you like that I help you?

6. I would prefer meet online, if possible.

7. Would it be possible changing rooms?

8. I would be grateful if you will reply by Friday.

Exercise 6: Choose the Best Phrase for the Context

Choose the most suitable answer: a, b or c.

1. You are writing a formal email to request a new appointment.

- a) Change my appointment.
- b) Would it be possible to change my appointment?
- c) Do you want to change it?

2. A friend is carrying several heavy bags.

- a) Would you like me to help you?
- b) You should give me those bags.
- c) Would it be possible that I help?

3. You want a colleague to send a file, but you know they are busy.

- a) Send the file now.
- b) Would you be able to send the file this afternoon?
- c) Would you like the file?

4. You want to refuse an invitation gently.

- a) I don't want to go.
- b) I'd rather not, thank you.
- c) Would you mind not inviting me?

5. You disagree in a professional meeting.

- a) You are wrong.
- b) I would take a slightly different view.
- c) I don't care for your view.

6. You ask permission to use someone's charger.

- a) Would you mind if I used your charger?
- b) Would you mind using your charger?
- c) Would you be able to use my charger?

Exercise 7: Complete the Mini-Dialogues

Use a suitable polite phrase with *would*. Do not use the same structure every time.

1. A: This box is very heavy.

B: _____?

2. A: I need the figures before tomorrow morning.

B: _____?

3. A: Shall we meet at 8 a.m.?

B: _____ at 10 a.m., if possible.

4. A: The music is quite loud.

B: _____ it down?

5. A: We have only one seat left, beside the window.

B: _____ there?

6. A: We are organising a workshop next month.

B: _____ in joining us?

Self-Check

Tick the statements that are true for you after completing the worksheet.

- I can use would you + verb for a polite request.
- I can use would you mind + -ing correctly.
- I can ask permission with would you mind if + past simple.
- I can make an offer with would you like me to...?
- I can express a preference with would prefer and would rather.
- I can make a formal email request with would it be possible...?
- I can disagree politely without sounding too direct.
- I remember that tone and intonation also affect politeness.

My confidence score: ___ / 10

ANSWER KEY

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Exercise 1

1. closing
2. to finish
3. stay
4. used
5. to carry
6. to meet
7. to change
8. joining
9. didn't
10. some

Exercise 2

1. turning
2. to call
3. to book
4. wait
5. to extend
6. opened
7. contacted
8. trying
9. confirm
10. to work

Exercise 3: Suggested Answers

1. Would you be able to send me the revised document?
2. Would you mind moving your bag, please?
3. Would it be possible to have an extension?
4. Would you like to come to dinner with us?
5. Would you help me carry these boxes?
6. I'd prefer it if you didn't tell anyone about this.
7. Would you mind calling me tomorrow morning?
8. Would it be all right if I left early today?

Exercise 4

- 1-B 2-F 3-E 4-D 5-A 6-C

Exercise 5

1. Would you mind waiting for a moment?
2. I would rather speak to the manager.
3. Would you be interested in attending the workshop?
4. Would you mind if I opened the door?
5. Would you like me to help you?
6. I would prefer to meet online, if possible.
7. Would it be possible to change rooms?
8. I would be grateful if you could reply by Friday.

Exercise 6

1-b 2-a 3-b 4-b 5-b 6-a

Exercise 7: Suggested Answers

1. Would you like me to help you?
2. Would you be able to send me the figures before tomorrow morning?
3. I would prefer to meet at 10 a.m., if possible.
4. Would you mind turning it down?
5. Would you mind if I sat there?
6. Would you be interested in joining us?

Exercise 8: Model Email

Dear Mr Harris,

Would it be possible to move our meeting from Tuesday to Thursday? Would you also be able to send me the updated agenda beforehand? I would be grateful if you could give me a little more time to complete the report. Would you mind letting me know today whether these changes would be possible?

Kind regards,
Alex

Exercises 9–10

Answers will vary. Check that learners:

- use a suitable structure for the situation;
- use the correct verb form after would, would mind, would rather and would prefer;
- maintain a polite tone;
- respond naturally rather than simply reading a memorised sentence.

Suggested Marking Guide

Section	Marks	Notes
Exercises 1–2	20	1 mark per item
Exercises 3–5	22	Accept equivalent polite answers

Section	Marks	Notes
Exercises 6–7	12	1 mark per item
Exercise 8	16	Grammar 6, politeness 4, task completion 4, organisation 2
Exercises 9–10	30	Accuracy 10, range 10, appropriacy/fluency 10
Total	100	Suggested pass mark: 60

Teacher note: For spoken tasks, encourage learners to use natural intonation. A grammatically polite form can still sound impatient if the tone is sharp.