KA-Consultants Ltd.
Do you have the drive to learn?
QuickFix
ENGLISH REFERENCE SHEET

BEGINNERS · BG32 · ENTRY 1

Asking Questions and Making Requests

Ask questions, give short answers and make polite requests.

Supports Adult ESOL and Functional Skills English · Entry 1

In this sheet you will

- ask questions with What, Where, When, Who and How much
- ask and answer: Are you a student? Yes, I am.
- make polite requests: Can I …? Could you …? I'd like …

Next sheet: BG33 Making an Appointment: Role-play

About this series

Free, practical English worksheets for adult learners, in class or at home. Practise speaking, listening, reading and writing through everyday situations.

Our philosophy

We help you understand, practise and grow in confidence.

Find more sheets for beginners

Scan the QR code, or go to **www.ka-consultants.com/quickfix** and choose Beginners.

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LEARN Questions and requests

What?	a thing	What is your name?
Where?	a place	Where do you live?
When?	a time or day	When is the class?
Who?	a person	Who is your teacher?
How much?	a price	How much is the book?

One thing: **How much is it?** More than one: **How much are they?**

Are you a student? Yes, I am. / No, I'm not.
Is it open? Yes, it is. / No, it isn't.
Can I have a pen, please? **Could you** help me, please? **I'd like** a ticket, please.

LISTEN Listen to the question. Circle the right answer.

Teacher: *the script is in the teacher area. Audio: Quick Fix Listening, BG32.*

1	**Yes, I am.**	**Yes, it is.**	**Yes, he is.**
2	**No, it isn't.**	**No, I'm not.**	**No, they aren't.**
3	**On Monday.**	**In Bolton.**	**Ms Patel.**
4	**£4.50.**	**At ten o'clock.**	**A coffee.**
5	**In Bolton.**	**On Friday.**	**Yes, I am.**
6	**Yes, you can.**	**It's £2.**	**Room 4.**

SAY IT Listen and repeat. Then practise with a partner.

Receptionist Good morning. Can I help you?

Omar Yes, please. **I'd like** an English class.

Receptionist **Are you** a new student?

Omar Yes, I am. **When** is the class?

Receptionist It's on Monday at ten o'clock. **Could you** write your name here, please?

Sound focus: Your voice goes up at the end of a Yes/No question: **Are you a new student?**

Your turn. Ask your partner four questions. Use the question words on page 2. Answer in full sentences. Change roles. **Where do you live? When do you come to class?**

READ Read on your own first. Then answer.

Welcome to Oak Road College

English classes are on Monday and Wednesday. They start at 10:00 am.

The library is on the first floor. It is open from 9:00 am to 4:00 pm.

The café is next to the library.

Do you need help? Please ask at reception.

Phone: 0161 496 0123

1. **This text is** ☐ a notice ☐ a menu ☐ a letter
2. When are the English classes? They are on _____ and _____.
3. Where is the library? It is on the _____.
4. **True or false? Tick.**

	True	False
a) The café is next to the library.	☐	☐
b) The library is open at 5:00 pm.	☐	☐
c) You can ask for help at reception.	☐	☐

PRACTISE 1. Match the question and the answer.

1. Where is the library?	**a)** It's £5.
2. When is the class?	**b)** Ms Patel.
3. How much is the book?	**c)** Yes, I am.
4. Who is your teacher?	**d)** On Monday.
5. Are you a student?	**e)** On the first floor.

Answers: 1 ____ 2 ____ 3 ____ 4 ____ 5 ____

2. Write a polite request.

Example: *You want a pen.* → **Can I have a pen, please?**

a) You want help. Could you _____?

b) You want a ticket. I'd like _____.

c) You want a glass of water. Can I _____?

USE IT Write three questions for a new classmate. Then ask them.

Example: What is your name?

Where _____?

When _____?

Are you _____?

I CAN Tick Yes or Not yet.

I can ask questions with question words.	Yes	Not yet
I can give short answers: Yes, I am.	Yes	Not yet
I can make polite requests.	Yes	Not yet