+49 511 4739339
james@englisch-lehrer.com · www.englisch-lehrer.com

B1 BUSINESS WRITING ≈ 27 MIN

Emails: Making Requests — *write politely and clearly*

You know the three request formulas — now practise polite asks, clear deadlines, and the difference between by and until.

Single action with a deadline → **by** · continuing state → **until**

NAME _____ DATE _____

YOUR BUILD 1 · SORTING ○ 2 · FILL-IN ○ 3 · CORRECT ○ 4 · WRITE ○

BRICK 1 · SORT BY BY OR UNTIL · APPROX. 4 MIN ●○○

Put each sentence in the correct column. Single action with a deadline → **by**. Continuing state → **until**.

The schedule must be uploaded ___ 3 p.m.

The support desk stays staffed ___ 6 p.m.

The travel request must be approved ___ noon.

The temporary password stays active ___ midnight.

The samples must be returned ___ 12 September.

The showroom is closed ___ Monday.

Comments must be submitted ___ day's end.

The booking remains valid ___ 30 June.

The invoice must be sent ___ lunchtime.

The test account works ___ Friday evening.

BY = DEADLINE	UNTIL = DURATION

BRICK 2 · COMPLETE THE POLITE FORM · APPROX. 6 MIN ●●○

Add exactly one word to each gap. Check the three fixed request formulas, polite would like, and the deadline rule.

01 Could you _____ review the revised agenda?

02 Would it be possible _____ move our call to Wednesday?

03 I would appreciate it if you _____ approve the revised budget.

04 The signed minutes should arrive _____ 2 p.m.

05 Our reception desk will remain open _____ 7 p.m.

06 _____ you please add the order number to the invoice?

07 I _____ like a copy of the latest policy.

08 Would it _____ possible to reserve a larger room?

YOUR BUILD · 1 · SORTING · 2 · FILL-IN · 3 · CORRECT · 4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN

Each sentence contains exactly one typical mistake. Underline it and rewrite the whole sentence as a suitable business request.

01 Could you please forward the revised rota until Tuesday morning?

02 I want a copy of the updated warranty terms.

03 Would be it possible to move the site visit to Thursday?

04 I would appreciate if you could check the supplier code.

05 Could you please to confirm the room number?

06 Share the revised forecast with our finance team.

BRICK 4 · WRITE POLITE REQUESTS · APPROX. 8 MIN

Write one English sentence for each situation. Use the named request formula or set the deadline correctly with by.

01 Ask a colleague for the current attendee list using Could you please.

02 Ask a supplier for a replacement sample using Would it be possible to.

03 Ask an important business contact to confirm the handover date using I would appreciate it if you could.

04 Write a polite request for the signed travel form with Thursday as the latest deadline.

MINI-CHECK – CAN I DO THIS YET?

- ☐ I can write an everyday business request with Could you please + verb.
- ☐ I can choose Would it be possible to for a favour and I would appreciate it if you could for a very formal request.
- ☐ I use I would like instead of the demanding I want.
- ☐ I use by for a deadline and until for a duration.

Not fully confident yet? Review the politeness ladder and the deadline rule, then try this sheet again tomorrow.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 The schedule must be uploaded **by** 3 p.m.
Upload is a single action with a deadline, so use by.

02 The support desk stays staffed **until** 6 p.m.
The state continues up to 6 p.m., so use until.

03 The travel request must be approved **by** noon.
Approve is a single action with a deadline, so use by.

04 The temporary password stays active **until** midnight.
The active state lasts up to midnight, so use until.

05 The samples must be returned **by** 12 September.
Return is a single action with a deadline, so use by.

06 The showroom is closed **until** Monday.
The closure continues up to Monday, so use until.

07 Comments must be submitted **by** day's end.
Submit is a single action with a deadline, so use by.

08 The booking remains valid **until** 30 June.
The validity continues up to the date, so use until.

09 The invoice must be sent **by** lunchtime.
Send is a single action with a deadline, so use by.

10 The test account works **until** Friday evening.
The availability lasts up to Friday evening, so use until.

BRICK 2 · FILL-IN

01 Could you **please** review the revised agenda?
Could you please + verb is the fixed formula for a polite request.

02 Would it be possible **to** move our call to Wednesday?
The fixed formula is Would it be possible to + verb.

03 I would appreciate it if you **could** approve the revised budget.
The fixed formula contains if you could + verb.

04 The signed minutes should arrive **by** 2 p.m.
The single arrival has a deadline, so use by.

05 Our reception desk will remain open **until** 7 p.m.
The open state continues up to 7 p.m., so use until.

06 **Could** you please add the order number to the invoice?
Could you please turns the request into a polite question.

07 I **would** like a copy of the latest policy.
I would like is the polite form instead of I want.

08 Would it **be** possible to reserve a larger room?
The fixed word order begins with Would it be possible.

BRICK 3 · CORRECT

01 Could you please forward the revised rota **by** Tuesday morning?
Forward is a single action with a deadline, so use by.

02 I **would like** a copy of the updated warranty terms.
I would like sounds polite rather than demanding in a business request.

03 **Would it be** possible to move the site visit to Thursday?
The fixed word order is Would it be possible to + verb.

04 I would appreciate **it** if you could check the supplier code.
The fixed formula needs appreciate it if you could + verb.

05 Could you please **confirm** the room number?
Could you please takes the base form without to.

06 **Could you please share** the revised forecast with our finance team?
The question form turns the bare imperative into a polite request.

BRICK 4 · WRITE

Your sentences may differ — just check the request formula, the politeness level, and every deadline with by.

01 **Could you please share the current attendee list?**
Could you please + verb fits an everyday request.

02 **Would it be possible to send us a replacement sample?**
Would it be possible to + verb fits a favour.

03 **I would appreciate it if you could confirm the handover date.**
I would appreciate it if you could + verb is the most formal formula.

04 **Could you please return the signed travel form by Thursday?**
Return is a single action with a deadline, so use by.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE
Email Openings and Closings
englisch-lehrer.com/en/lessons/formal-email-opening-closing

NEXT STEP
Follow-up Emails
englisch-lehrer.com/en/lessons/email-follow-up

ALL LESSONS
45+ free lessons
englisch-lehrer.com/en/lessons

HANOVER
Schaufelder Straße 11 · 30167
englisch-lehrer.com/hannover

BERLIN
Kurfürstendamm 30 · 10719
englisch-lehrer.com/berlin

ONLINE COURSES
englisch-lehrer.com/online
worldwide on Zoom

CONTACT
+49 511 4739339
james@englisch-lehrer.com