Requests (Can/Could/Will/Would/May/Might)

> *Could you send the samples to my office, please?*

◆ **Can/Could/Will/Would you ...?**
We use this structure to ask someone to do something for us. *Can* and *will* are informal. *Would* and *could* are more polite than *can* and *will*.
e.g. *Can/Will you* get me a glass of water? (informal)
Could/Would you type these letters for me, please? (more polite)
We normally reply with: *'Yes, I'd (would) be happy to.'/'Yes, I'd be glad to.'* / *'Certainly.'* / *'Of course.'* / *'I'm sorry, but I can't.'*

◆ **May/Might/Can/Could I ...?**
We use this structure to ask for something politely. *Might* is formal and is not often used.
e.g. *Can/Could/May I* have a piece of that cake, please?
We normally reply with: *'Certainly.'* / *'Yes, certainly.'* / *'Of course.'* / *'Yes, of course.'*

Offers (I'll-Shall/Can/Could)

> *Shall I explain it again?*

◆ **I'll = I'm willing to do something (informal)**
e.g. You look tired. *I'll* do the ironing for you.

◆ **Shall/Can/Could I/we ...? = Would you like me/us to ...?/Do you want me/us to ...?**
e.g. *Shall/Can/Could I* give you a hand with the preparations?

Suggestions (Shall/Can/Could)

> *We could have the meeting on Tuesday instead.*

◆ **Shall I/we ...?** ⎫ = **Why don't we ...?/How about ...?/**
I/We can/could ⎭ = **What about ...?/Let's ...**
e.g. *'Shall we* go the theatre tomorrow night?'
'I'd rather not. We can/could go to the cinema instead.'

◆ We use *shall* in questions when we are asking for suggestions or instructions.
e.g. *'Where shall I* put these flowers?'
'In this vase.'

Advice (Should/Ought/Must)

You *should* always wear a life jacket when you go canoeing.

◆ **should/ought + present infinitive = I advise you to/You had better do sth**
e.g. It's late. You *should go/ought to go* home as soon as possible.

◆ We use *must* to give strong advice. Compare the examples:
e.g. *'You must* follow a healthy diet,' the doctor said to me. (an order which is likely to be obeyed)
e.g. *'You should* follow/*ought to* follow a healthy diet,' my friend said to me. (a piece of advice which may or may not be followed)