

Softening Phrases-Polite & Indirect

The level of politeness you use in general is based on how you want to be perceived and the relationship you have with the person you are making the request to. Below are some guidelines, but in the end, it is always better to err on the side of politeness (in our opinion).

1. When the person to whom we are making the request does not have an obligation to say yes.
2. When we are making a big request.
3. When we are making a request to someone who is at a higher level within the company.

I was hoping you/I could...

I was hoping you could work this Saturday.

I was hoping I could take Friday off.

I was wondering if you/I could...

I was wondering if you could cover my shift next Tuesday.

I was wondering if I could take an extended lunch break to run some errands.

Do you think you/I might be able to..?

Do you think you might be able to help me out with these reports?

Do you think I might be able to leave a few minutes early so I can pick up my child from school?