

Appreciate Drill Sheet: Please and Thank You

1 Saying 'Please' in a business context.

Using the cues listed below, make sentences using 'I'd appreciate it if you...'

- Please bring the plans to the meeting.
- Please don't tell the supplier yet.
- Please phone our Taiwan office.
- Please go to the conference in Las Vegas.
- Please send me some samples.



2 Think of some requests you have made recently. Write two sentences below.





3 Saying 'Thank you' in a business context.

Using the cues listed below, make sentences using 'I appreciate you...'

- They reduced the prices.
- They sent some samples.
- They changed the time of the meeting.
- They increased production.
- They faxed the technical reports.

4 What things have people done for you at work recently? Write two sentences thanking them formally.





Appreciate Drill Sheet: Teacher's Notes

Target Structure:	Appreciate: Please and Thank You
Vocabulary:	Business
Level:	Intermediate and above
Time:	15 minutes
Preparation:	None

Suggested Teaching Method

These activities focus on using 'appreciate' for both request and thanking functions.

Target structures:

- I appreciate you xx-ing (thanking) and
- I'd appreciate it if you | could xx (requesting)
| didn't xx

- ① & ③ Follow the instructions on the handout. Students should work in pairs. Model example sentences. At this stage, you are looking for accuracy with the target language.
- ② & ④ Follow the instructions on the sheet. Students should work alone, and then check in pairs.

Additional Information

For more on requests, check out our Modals worksheets. The quickest way to find other TEFL worksheets is to use the search engine. Just enter the keywords – Handouts Online will do the rest!

How are we doing?



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