

NOTES WITH REQUESTS

Before You Write

A Mark and Peter share a house. Mark works during the day, and Peter works at night. Read each note and match it with the correct reply.

1. _____

2. _____

3. _____

Mark, Would you mind closing all the windows before you leave the house? You left the living room window open. When I got home, the neighbor's cats were on my bed! Peter	Peter, Would you please take the garbage out tomorrow before you go to work? The garbage collector only comes on Tuesdays. Mark	Mark, Could you please put things back in the refrigerator after you use them? You didn't put the milk away, and today I had to throw it out. Peter
---	---	---

a.

b.

c.

No problem. I'll make sure to take it out.	I'm sorry. I'll make sure I put everything away next time.	That's strange! I'm sure I closed it!
--	--	---------------------------------------

B Read the notes again. Complete the chart.

	Request	Reason
1.	close all windows	the neighbor's cats came in through the window
2.		
3.		

Your First Draft

A Make a chart with three requests and reasons for making them. Use the chart above as a model.

B Write three notes with your requests. Use the information from your chart and Mark's and Peter's notes as a model.

C PAIR WORK Read your partner's notes. Write answers to these questions.

1. What do you like about the notes?
2. What information is unclear?
3. What else do you want to know?
4. Do you think the requests are reasonable? If not, why not?

Your Second Draft

A Use your partner's answers to revise your notes.

B PAIR WORK Exchange notes. Write short replies to your partner's notes.