

Offers, suggestions and asking for advice: *will, shall, can* etc.

A Starting activities

1 I'll make my bed but not yours

Offers with *will*

Work in pairs, A and B. You and your partner share a flat. Think of household chores that you always do that you would like your partner to help with. Take it in turns to be A. A asks for help (in any way) and B offers to help, using *will*. B offers to do a part of the job or to do it on certain days only.

Examples:

A: *I'd like some help making the beds.*

B: *I'll make my bed but not yours.*

A: *Can you help with the washing up sometimes, please?*

B: *I'll do it from Monday to Friday but not at the weekends.*

2 Shall we go to Alexander's?

Suggestions with *shall*

Work in pairs, A and B. Both secretly write down the name of the place you would most like to go to tomorrow evening (cinema, theatre, restaurant, nightclub, disco, café – anywhere you like). Take it in turns to be A. A tries to find out what B has written down by making suggestions with *shall*. B can help A to guess by giving clues, like this:

A: *Shall we go to Alexander's, the new nightclub?*

B: *No, I don't like noisy places.*

A: *Shall we go to a quiet restaurant then?*

B: *No, . . .*

3 Why don't we get the President a new helicopter?

Suggestions with *Let's*, *Why don't we?*, *How about?* and *What about?*

Work as a class. Make suggestions about what to buy well-known people for their birthday. Use *Let's*, *Why don't we?*, *How about?* and *What about?*

Example: *Why don't we get the President a new helicopter?*

Here are some ideas for presents:

Leisure items: a guitar, a book about . . . , a computer game

Luxury items: a new sports car, a swimming pool, an expensive suit or dress

Practical and useful items: a burglar alarm, a pram for the baby, a pair of socks or tights, a shirt or a blouse

4 Getting them clear

Offers, suggestions and asking for advice

Work in pairs or as a class. Say which of these sentences are offers, which are suggestions, and which are asking for advice. Say whether they are formal or informal. Use the Grammar guide to help you, if you need to.

- 1 Would you like us to wait for you?
- 2 What shall we do if it rains?
- 3 You could leave it until later.
- 4 I can easily repair that for you, if you like.
- 5 Let's tell Gavin what's happened.

When you have finished, look at Activity note 17 on page 140.

B Grammar guide

1 Offers

- Use *I'll* in informal English to say that you are willing to do something (you are offering to do something). *I'll* is sometimes used with the phrase *if you like* (or *if you want*).
I'll do the washing up, if you like.
- Use *shall I?* or *shall we?* in informal English to offer to help. *Shall I?* or *shall we?* means 'do you want me/us to?'. *Shall* is not usually used with *you, he, she, it* or *they*.
Shall I do the washing up?
- You can also use *I can* or *can I?* in informal English to offer to help. Like *I'll*, *I can* is sometimes used with *if you like/want*.
I can drop you off at the station, if you want.
Can I give you a lift?
- *I could, could I?* and *would you like me to?* are more formal than *can* and *I'll*. You can use *could*, like *can*, in positive sentences or as a question to offer to help. *I could* is sometimes used with *if you like/wish*.
I could book the tickets for you (if you like).
Could I book the tickets for you?
Could John go to the supermarket for you?
Would you like me to meet you at the station?

2 Suggestions and asking for advice

- In informal English we use *shall I/we?* to make suggestions or to ask for advice. We use *shall* with *I* and *we* only.
Shall we go to the café afterwards? (suggestion)
What shall we do? (asking for advice)
- Use *can* or *could* for suggestions, especially with *if you like/want*. This is informal English.
We can go and see John, if you like.
You could leave a note.
I could meet you at the station.
- *Let's*, *Why don't you/we?*, *How about?* and *What about?* are all used to make suggestions in informal English. *Let's* and *Why don't you/we?* are followed by the infinitive without *to*.
Let's have a picnic.
Why don't we play tennis?
How about? and *What about?* are followed by an *-ing* form or a noun.
How about going to the park?
What about the disco?

C Activities

1 Helping a disabled person

Offers and suggestions

- 1 Work as a class. List things that disabled people need help with. Include things that people in wheelchairs and blind and deaf people need help with; for example, shopping, cleaning the house, getting dressed.
- 2 Work in pairs. Imagine that you are a disabled person (a blind or deaf person, or someone in a wheelchair). Make a day-by-day timetable of things that you need help with, as well as some things where no help is needed. Both of you should write the timetable, like this:
*Monday: Help with washing and drying clothes.
No help needed to clean the house.*
- 3 Change pairs. Take it in turns to make offers of help to the disabled person. Accept or reject the help according to what you have written on your list. Example:
A: *Would you like me to help you to clean the house?*
B: *No, thanks. (I can manage.)*
Is there anything on your list that you have not received an offer of help about? If there is, say 'I also need help with . . .' and the other person will make another offer of help, and arrange a time to do it. Example:
A: *I also need help with washing and drying clothes.*
B: *Shall I do that for you? What about Monday?*
A: *Yes, Monday is fine.*

2 Homeless

will for offers, *shall* for asking for advice and making suggestions

Work in pairs, A and B. Decide who is A and who is B. There was a disaster in your area. (Flood? Earthquake? Decide what kind of disaster it was.) A family has suddenly been made homeless in the middle of the night and

they have probably lost everything that was in their home. There is a mother and father, a grandfather, a daughter aged two and a son aged nine. (How do they feel?)

Person A: Read Activity note 18 on page 141.

Person B: Read Activity note 55 on page 154.



3 The coffee room

Suggestions

- 1 Work in pairs or groups. You are staff and students who are chatting informally in the coffee room. You are talking about your English lessons and suggesting changes. For example, you can suggest changes in these areas: the timetable, the breaks (more/fewer breaks? shorter/longer breaks?), the type of lessons (more grammar? less grammar?), the length of lessons, the number of lessons per week, the amount of homework (more/less?). Somebody could suggest a 'partner' scheme where students who find English easy to learn help students who find it more difficult.
Example: *We could have some short lessons and some long lessons.*
- 2 Say your suggestions to the class and discuss other people's suggestions. Write down the best suggestions.

D Accuracy practice

1 Use *I could* or *Would you like me to?* to complete these formal offers from the Director's Personal Assistant.

- 1 ____ give the report to Mrs Toner while you are in the meeting?
- 2 There are no direct flights but ____ book one via Dubai, if you like.
- 3 ____ type the letters and post them for you on my way home?
- 4 ____ cancel your eleven o'clock appointment, if you wish.
- 5 ____ start a new file for each eastern European country?

2 Use *shall*, *will* or *can* to complete these informal offers. Sometimes more than one answer is possible.

- 1 A friend is trying to move a heavy piece of furniture.
'____ give you a hand?'
- 2 There is a lot of washing up to do.
'You do the washing up and ____ do the drying.'
- 3 A friend is taking some CDs next door. You are going there anyway.
'____ take them next door for you, if you like.'
- 4 You are in an old lady's front room. She has some letters on her table, addressed and with stamps on them.
'____ post those letters for you, if you want.'
- 5 Andrew is looking helplessly at an old-fashioned tin opener. You know how to use it.
'Andrew, ____ open that tin for you?'

3 Use *shall*, *can*, *Let's*, *Why don't?* or *How about?* to make suggestions in informal English.

- 1 You ____ have the party at our place, if you want to.
- 2 ____ playing basketball after the lesson?
- 3 ____ you get yourself a new pair of jeans? You can afford to.
- 4 ____ I go and ask at Reception whether there is a spare key to the room?
- 5 ____ try to book the trip to the lakes now.
- 6 ____ you ask the bank for a bigger loan?
- 7 ____ we go to the club this evening?
- 8 ____ helping Diane with some of her homework?
- 9 'Who else could we invite?' '____ Charlie and Ethel Smith?'
- 10 You ____ come with me, and Robert ____ go with Tessa.

4 These offers, suggestions and requests for advice are wrong. Correct them.

- 1 ~~Why don't we going to the cinema?~~
- 2 ~~How about we play tennis?~~
- 3 ~~Shall Phil get the tickets for you? He doesn't mind standing in a queue.~~
- 4 ~~Would I take those boxes for you?~~
- 5 ~~I help you with the coffee?~~