We all ask for favors from our friends, relatives and colleagues. Sometimes they ask us to do things for them. You should sound polite when you ask for a favor. Here are some phrases you can use.

**Structures Used when Asking a Favor**

Could you do me a favor? I need some help.

Would you do me a favor?

**Could you please...**

We use a verb after this structure.

- Could you please help me with the homework?
- Could you please post this letter for me?
- Could you please lend me a few dollars?
- Could you please drop me at the railway station?

The structure *Could you possibly ...* is also used to make a polite request.

- Could you possibly lend me 100 dollars?
- Could you possibly wait for ten minutes?
- Could you possibly type these letters for me?
- Could you possibly take me to the manager's cabin?

**Could I ask you to / Could I bother you to / Could I trouble you to...**

- Could I ask you to lend me a hand?
- Could I ask you to help my sister?
- Could I bother you to type this letter for me?
- Could I bother you to give me a ride to office?
- Could I trouble you to sort these letters for me?
Could I bother you to dust that piano?

Would you mind ...?

Would you mind opening the window?
Would you mind typing these letters?
Would you mind cooking dinner tonight?
Would you mind cleaning the floor?

Would it be too much trouble for you...

This structure should be followed by an infinitive.

Would it be too much trouble for you to take a look at this document?

Granting a Favor

Use the following phrases to grant the favor.

No problem.

Sure. I would be happy to help out.
It would be my pleasure.