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.