

## NOTES WITH REQUESTS

### Before You Write

Read the notes. Then complete the chart.

1. Hi Matt,  
Could I borrow your notes from yesterday? I wasn't feeling well, so I missed class.  
Thanks! Joe

2. Mom,  
Can I use your car tonight? I want go to a movie with Lisa and some friends. Pleeese! Love, Pam

3. Mr. Lawrence,  
My refrigerator is still leaking. I was wondering if you could call someone to repair it.  
Ms. Lee (Apt. 3B)

4. Maggie,  
Would you mind doing my laundry tonight? I have a big test tomorrow.  
Thanks, Gina

5. Frank,  
Would it be OK if we postponed our meeting? I'm still working on that report.  
Jim

6. Hi Sue,  
Do you mind if I borrow your black dress tonight? I have a date with Hank!  
Tyra

	Writer	Reader	Request	Reason
1.	classmate	classmate	borrow notes	missed class
2.				
3.				
4.				
5.				
6.				

### Your First Draft

**A** Think of requests for three different people. Complete the chart.

Person	Request	Reason

**B** Write a note for each request. Use the information in your chart and the notes above as a model.

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

- Does each note make a request?
- Is the reason clear?
- Can you suggest any improvements to the content or grammar?

### Your Second Draft

Use your partner's answers to revise your notes.