

## 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.  
Pleeeeeease!  
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.

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

### Your Second Draft

Use your partner's answers to revise your notes.