

ASKING PERMISSION



May I...?

Example: May I leave the room for a moment?

Could I...?

Example: Could I borrow your pen, please?

Can I...?

Example: Can I use your computer briefly?

Is it okay if...?

Example: Is it okay if I take a break now?

Is it okay if...?

Example: Is it okay if I take a break now?

Would it be possible to...?

Example: Would it be possible to have an extension on the deadline?

Do you mind if...?

Example: Do you mind if I open the window?

Might I...?

Example: Might I have your permission to access this document?

Responses to Permission Requests:

Yes, of course.

Example: Can I borrow your book? - Yes, of course.

Sure, go ahead.

Example: May I use your phone? - Sure, go ahead.

Certainly.

Example: Can I join the meeting? - Certainly.

Of course, you may.

Example: Could I have a piece of cake? - Of course, you may.

By all means.

Example: Is it okay if I close the door? - By all means.

Please feel free to.

Example: Do you mind if I share this information? - Please feel free to.

Certainly, go right ahead.

Example: May I take a seat? - Certainly, go right ahead.

Refusing Permission Politely:

Sometimes, you may need to refuse permission.

Here's how to do it politely:

I'm sorry, but I can't allow that.

Example: Can I smoke here? - I'm sorry, but I can't allow that.

I'm afraid not.

Example: Could I leave work early today? - I'm afraid not.

I would rather you didn't.

Example: May I bring my pet to the office? - I would rather you didn't.

I'm sorry, but it's not possible at the moment.

Example: Can I access this file? - I'm sorry, but it's not possible at the moment.

I appreciate your asking, but I have to say no.

Example: Is it okay if I borrow your car? - I appreciate your asking, but I have to say no

THANK YOU

