

How to Ask for Information Formally?

Worksheet

Formal information requests use polite phrases like 'Could you please', 'Would you mind', or 'I would appreciate if you could' followed by a clear question and thank you.

Questions

1. Which opening is most formal?
A) Hey, can you help me?
B) Hi there, could you help?
C) Dear Sir/Madam, could you please assist me?
D) Yo, need your help!
2. What is the purpose of stating your reason before asking?
A) To make the email longer
B) To show context and make your request clearer
C) To appear more important
D) To test the reader's attention
3. Which phrase is appropriate for formal requests?
A) Can you?
B) Would you mind?
C) Why not?
D) Just do it.
4. What should you do after asking the question in a formal request?
A) Ask another question immediately
B) Thank them and provide contact details
C) End without closing
D) Ask them to respond quickly
5. Write a formal email asking your professor for assignment details.
6. Create a formal request to a company for product information.
7. Ask formally for clarification about meeting details.
8. Define: What is formal information requesting?
9. Define: Which phrase is more formal: 'Can you?' or 'Could you?'
10. Define: What should you include at the start of a formal request?

Answer Key

1. C) Dear Sir/Madam, could you please assist me? — The formal opening includes a respectful greeting ('Dear Sir/Madam') and polite phrasing ('could you please').
2. B) To show context and make your request clearer — Stating your purpose provides context, making your request clear and justified.
3. B) Would you mind? — 'Would you mind?' is a polite, formal way to ask for something.
4. B) Thank them and provide contact details — Always close formally with a thank you, your name, and contact info if needed.
5. Dear Professor Smith, I am writing to inquire about the deadline for the final project. Could you please provide the submission date and any specific formatting requirements? Thank you for your time. I look forward to hearing from you. Best regards, John
6. Dear Sir or Madam, I am interested in learning more about your software solutions. Would you mind sending me detailed information about your pricing and available features? Thank you. I can be reached at contact@email.com. Sincerely, Alice
7. Hi Michael, I hope this message finds you well. I am writing regarding the team meeting scheduled for next week. Could you clarify the meeting time and location? Also, should I prepare any documents in advance? Thank you for the information. Best, David
8. Using polite, respectful language and clear structure to ask for specific information in professional contexts.
9. 'Could you' is more formal and polite than 'Can you'.
10. A polite greeting, such as 'Dear Sir/Madam' or 'Dear [Name]'.

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