

I'D RATHER YOU DIDN'T DO THAT!

Miss Tapper: Good morning, Mr Cheetham.

Mr Cheetham: Good morning, Louise. I'm going to be _____ of the office all _____ today.

Miss Tapper: Oh really, Mr Cheetham. What _____ you _____ me to do _____ you're out?

Mr Cheetham: _____, I've made a list of jobs for you. The most urgent _____ is to type these letters up.

Miss Tapper: _____ I make a copy of each _____ before I post them?

Mr Cheetham: Actually, I'd like _____ to make two copies of _____ one. _____ one on my desk and send the _____ to the MD.

Miss Tapper: Is there anything _____ you'd like me _____ do?

Mr Cheetham: Yes. This report _____ faxing to Budapest as _____ as possible.

Miss Tapper: Of course, Mr Cheetham.

Mr Cheetham: And _____ any phone messages for me, but don't _____ any appointments while I'm away. If it's _____, take the number and tell the _____ I'll get _____ to him or her tomorrow.

Miss Tapper: When exactly _____ you be back, Mr Cheetham?

Mr Cheetham: I'll _____ here in the morning at the _____ time.

Miss Tapper: Don't _____, Mr Cheetham. I'll _____ sure everything's done.

Mr Cheetham: Oh, _____ the way, if my wife calls, I'd _____ you didn't tell her I'm not here. Just say I'm in a meeting all day!

A Make a list of things that Mr Cheetham: 1. wants 2. doesn't want Miss Tapper to do:

B Match the following statements to the people talking in the situations on the right:

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|---|--|
| 1 I'm sorry, Sir, but you can't leave it here. | a a football manager to his team |
| 2 I'd rather you didn't use the phone for personal calls. | b a mother to her teenage daughter |
| 3 Don't you dare touch my CD player. | c a man carrying parcels to a stranger |
| 4 You'd better not be late! | d a secretary to a visitor to the office |
| 5 I don't want you to take it too fast. | e a store buyer to his supplier |
| 6 Please don't make a mess in the kitchen. | f a father to his ten-year-old son |
| 7 Could you open the door for me please? | g a driving instructor to a learner |
| 8 Would you like to follow me? | h a piano teacher to a pupil |
| 9 I'd be grateful if you could expedite delivery. | i a traffic warden to a motorist |
| 10 I'd like you to take the first left at the roundabout. | j a manager to his secretary |

C Explain why the expressions on the left in exercise B are used in each case.

D Mr Cheetham is giving a long list of jobs to his secretary. What exactly does he want her to do?

E His secretary can be rather careless. Mr Cheetham often has to remind her what not to do.

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| 1. 'Fax this letter to Manchester as soon as possible.' | 1. 'Please don't use the office phone for private calls.' |
| 2. 'Shred this letter from the Company Chairman.' | 2. 'Don't give anyone a copy of the sales report yet.' |
| 3. 'Arrange a meeting with the sales reps at 11.00.' | 3. 'Please don't be late back from lunch today.' |
| 4. 'File this report on the latest sales figures.' | 4. 'Please don't leave your nail varnish on my desk.' |
| 5. 'Post these letters to our new client in Angers.' | 5. 'Don't leave any windows open when you go home.' |
| 6. 'Make me a dozen photo-copies of this report.' | 6. 'Don't leave coffee-cups on the photo-copier.' |
| 7. 'Call the caretaker to repair the lock on my door.' | 7. 'Don't spend too long on the phone.' |
| 8. 'Get me £300 in Swiss Francs from the bank.' | 8. 'Don't wait too long before booking my table.' |
| 9. 'Take this shirt to the dry-cleaners in Sloane Street.' | 9. 'Don't open any letters marked 'personal'.' |
| 10. 'Get me Sir Jack Cunningham on the phone.' | 10. 'Don't tell anyone I'm in until you check with me.' |
| 11. 'Book me a table at Maxim's for 20.00 tonight.' | 11. 'Don't send out <u>any</u> letters with Tipp-Ex on them!' |
| 12. 'Call my wife and tell her I'll be late home today.' | 12. 'Don't tell my wife I'm having dinner with Fifi tonight!' |

F Go through exercise E again, this time being more polite and using: "I'd rather you ..."