

Business Writing—Direct vs Indirect

Language Function	Direct	Indirect
Requests	Can you ...?	Could you ...?
		Please could you ...?
		I was wondering if you could ...
		Could you possibly ...?
Asking for permission	Can I ...?	Is it all right if I ...?
	Could I ...?	I wonder if I could ...?
Offering help	Can I ...?	Would you like me to ...?
	Shall I ...?	Do you need any help with ...?
Making a suggestion	What about ... (+ -ing)?	Why don't we ...?
	Shall we ...?	Perhaps we should ...?
Softening comments	There is a problem.	I'm afraid there is a small problem.
		It seems there is a slight problem.
	That will be very expensive.	That might be quite expensive.
		Won't that be a bit expensive?
		That won't be cheap, will it?
	We can't do that.	I'm not sure we can do that.
	That gives us very little time.	Actually, that doesn't give us much time.
	It will be better to ask [person's name].	Wouldn't it be better to ask [person's name]?
	I disagree.	I can see what you're saying, but ...
		Don't you think that ...?
	To be honest, I think it might be better to ...	
	I think there may be an issue here.	

Why Choose Griffin Professional Business & Training Services?

We provide business writing services, including ghost-writing, copywriting, editing and proofreading. We also provide training and support in Business English for non-native and native speakers, and corporate training cover topics from human resources to finance, data analysis to audit, and beyond.

Our faculty consists of highly qualified, international trainers with business experience.

The trainers working with Griffin are selected based on their performance. They each have a proven track record offering both public and corporate training sessions. We evaluate their performance through direct feedback from participants at the conclusion of every programme. The confidential information we obtain from this process guarantees high standards, up-to-date and relevant training methods and materials and, ultimately, the achievement of your expected training outcomes.

Our programmes are customised to meet your organisation's specific needs so that the skills and knowledge gained by participants can be applied immediately in your workplace.

Our programmes are also cost-effective and provide excellent value for money.

We invite you to learn more about Griffin. To discuss up-coming corporate training needs or just to check us out to see how well we can work with your organisation, contact Dalice Trost today...

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