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4 . 提供帮助在日常对话中，向对方提供帮助有这些较常用的说法：Let me help you. I ' d be willing tofor you. Can/shall/could/should I open the window for you? I could ... for you if you like. Do you want me to? Is there any way I could possibly be of help to you? If it would be of any use/help, I could ... Ok. That ' ll be great/nice. I would be extremely grateful if you would/could. No, please don ' t worry. No, it ' s all right. Thanks. Thank you very much, but I think it ' ll be all right. Can I help you? 要帮忙吗？来源：考试大 Shall I open the window for you? 你想我把窗子打开吗？来源：考试大 Would you like another coffee? 你想多喝一杯咖啡吗？ Would you like me to answer the phone? 你想我接电话吗？ I ' ll do the photocopying, if you like. 如果你喜欢的话我可以去复印文件。 Shall, can和 will are直接跟动词不带to。 Shall比can更加正规。 Would you like... 后面跟名词或者to 动词。回应别人提出的帮助 Can I help you? 要帮忙吗？ Yes please. I ' d like to know what time the train leaves. 是的，我想知道火车什么时候开。 Can I help you? 要帮忙吗？ No thanks, I ' m just looking. 哦，不用了谢谢。我随便看看。 Shall I open the window for you? 你想我把窗子打开吗？ Yes please. That would be very kind of you. 是的，你真好心。 Would you like another coffee? 你想多喝一杯咖啡吗？ No thanks. Or, No thank you. 谢谢不用了。 Would you like another coffee? 你想多喝一杯咖啡吗？ Yes please, that would be

lovely. Or, Yes please, I ' d love one. 是啊 , 那就好极了。 Would you like me to answer the phone? 你想我接电话吗 ? If you wouldn ' t mind. Or, If you could. 如果你不介意的话。 (注意这里不要回答说 "Yes, I would", 因为这样听起来好像你就指望别人替你做这件事。) I ' ll do the photocopying, if you like. 如果你喜欢的话我可以去复印文件。 It ' s OK, I can do it. Or, Don ' t worry, I ' ll do it. 哦没问题 , 我自己来。 Or, Thank you, that would be great. 多谢啦 , 这样太好了。 请求帮助来源 : 考试大

Do me a favor and do ..., (will you)? Can/Will you do ...? Could/Would you do ... please? Do you think you could do ...? I wonder if you could possibly do ...? Would you mind doing ...? 表示愿意帮助 Yes, of course. Sure! No problem. Alright. Expressing unwillingness to help: I'm afraid I can't... 来源 : 考试大 I really/do wish I could help you, but I'm afraid... I'd like to help, but I'm afraid ... I'd love to help, only ...

A: Is there any chance of borrowing your typewriter? B: How long for? A: Until the end of the week. B: Yes, I think that would be all right. A: Would you mind if I had some time off? B: When exactly? A: Monday and Tuesday of next week. B: I'd like to say yes, but it's just not possible. 100Test 下载频道开通 , 各类考试题目直接下载。 详细请访问 www.100test.com