

Address someone and make a request

HSK 2

Original teaching practice. Read one pattern, cover its model and try the questions before checking the separate answer section. Examples adapted from Chinese Grammar Wiki (AllSet Learning, CC BY-NC-SA) retain the course-reference provenance.

Use a suitable title and ask permission politely.

Before you start: Recall people's names, 老师 for teacher and simple questions with 吗. Use the title the person prefers. Asking permission and giving an instruction are different things.

■ Build the meaning

A surname normally comes before a role title: 王老师, Teacher Wang. Use a title suited to the person and situation.

可以 吗? asks permission; 请 introduces a polite request. 别 gives a negative instruction.

可以 ... 吗: ask permission politely

	<i>who</i>		<i>verb</i>		<i>question word</i>
A	李老师 Lǐ lǎoshī Teacher Li	我 wǒ I	可以 kěyǐ may	进来 jìnlai come in	吗 ma ?
B	可以 kěyǐ you may	请进来 qǐng jìnlai please come in			

■ Work through a decision

A visitor says 李老师, 我可以坐这里吗 – Teacher Li, may I sit here? The surname 李 comes before the role 老师. The visitor asks about sitting in this place; a reply 可以, 坐吧 permits it. Asking with 可以 吗 is polite; the answer still comes from the other person.

Compare: 请进来 invites someone in; 别进来 tells them not to enter. 请 makes a request polite, but 别 still means “do not” – 请别进来 politely asks someone not to come in.

■ Useful words in context

- 老师 lǎoshī – teacher. 王老师。
- 可以 kěyǐ – may / can with permission. 我可以进来吗？
- 进来 jìnlái – come in. 请进来。
- 别 bié – do not, instruction. 别说话。
- 晚 wǎn – late. 我来晚了。

■ Listen before reading the script

Ask a partner to read the listening script from the answer section while you keep it covered. Then attempt the listening question. If you work alone without audio, use the script for reading practice; it is not a listening test.

■ Read a different account

林安来晚了。她说：“王老师，对不起。我可以进来吗？”王老师说：“可以，请进来。别说话。”

Try the reading question before checking the English meaning in the answer section.

■ Speak with a partner

Address Teacher Li, ask to come in, and respond when permission is given.

Check the distinction: Do not translate English first-name classroom address automatically into every Chinese setting. Use the person's preferred form of address.

Learn step by step · Practise and review.

Practice without the models

Choose a pattern, cover its teaching examples, and attempt its questions. Use the labels to find feedback in the separate key.

■ Address someone and make a request

0101.1 Listening. What permission is requested?

- A. To leave
- B. To come in
- C. To sit here

0101.2 Reading. What does the teacher ask Lin An not to do?

- A. Speak
- B. Sit
- C. Enter

0101.3 Complete “May I come in?”: 我 进来吗？

0101.4 Match each word with its meaning in this unit.

- 1. 老师
- 1. 可以
- 1. 进来
- 1. 别
- 1. 晚
- A. teacher
- B. may / can with permission
- C. do not, instruction
- D. late
- E. come in

0101.5 Write a polite request to sit here, using a surname and title.

Write or say your own response before reading the key.

0101.6 我可以进来吗? 可以 means may or can, and 进来 means come in. In a classroom entrance situation, what is the speaker doing?

- A. Giving their name
- B. Asking permission to enter
- C. Announcing that the teacher must leave

0101.7 A teacher replies 可以, 请进来。别说话。可以 permits entry, 请进来 means please come in and 别说话 means do not talk. First separate permission from the restriction. Which action is allowed?

- A. Entering while continuing a loud conversation
- B. Entering, with an instruction not to talk
- C. Leaving immediately because entry is refused

0101.8 王老师 says 现在不能进来, 请在门口等一下。门口 means doorway and 等 wait. What should the visitor understand?

- A. The visitor can enter now but should wait briefly inside.
- B. The visitor cannot enter now and should wait at the doorway.
- C. The visitor cannot enter now and must never return.

0101.9 Use Mandarin for the new sentences or dialogue. You may explain your reasoning in English. Write or speak a fictional classroom exchange: address a teacher appropriately, ask permission for a specific action, and give a reply that permits it with one condition or asks the visitor to wait. Explain which action is allowed and which is restricted.

Write or say your own response before reading the key.

A fresh situation

R1. Interpret and repair. At a quiet library, a learner says 你不说话 to request silence. Make the instruction clearer without changing it into a report.

R2. Use it yourself. Ask a classmate to wait a moment, then ask them not to open the door.

Write your responses before opening the key. Compare meaning as well as form; a different valid answer need not copy the model.

Answers and explanations

Check after your attempt. For open tasks, compare the message and the stated criteria, then revise one detail.

■ Address someone and make a request

0101.1 C. To sit here

坐这里 asks to sit here, not to enter.

0101.2 A. Speak

别说话 is a negative instruction about speaking.

0101.3 可以

可以 吗 asks permission.

0101.4 1-A: 老师 = teacher; 2-B: 可以 = may / can with permission; 3-E: 进来 = come in; 4-C: 别 = do not, instruction; 5-D: 晚 = late

Use the example sentences to check each word's meaning in context.

0101.5 One possible response: 王老师，我可以坐这里吗？

Check meaning and form:

- Put the surname before 老师.
- Use 可以 and 吗.
- State the action requested.

Compare the meaning and structure with the checklist. Your own response may differ from the model.

0101.6 B. Asking permission to enter

可以 ... 吗 asks whether entry is allowed in this situation. It is a request for permission, not proof that permission has been granted. Wait for the reply.

0101.7 B. Entering, with an instruction not to talk

可以，请进来 allows entry, while 别说话 restricts talking. Entry permission does not cancel the following instruction. The teacher has not refused entry.

0101.8 B. The visitor cannot enter now and should wait at the doorway.

现在不能进来 refuses entry now, and 请在门口等一下 asks the visitor to wait at the doorway. It does not permit immediate entry or establish a permanent ban. Keep the time limit and the requested waiting place.

0101.9 One possible response: Possible exchange: 李老师，我可以进来吗？可以，请进来。别说话。The visitor may enter but is instructed not to talk. A different title or action can work when suited to the fictional person and situation.

How to revise: If you treated the question as an approval, locate the reply and revise. If you dropped a negative instruction, identify its verb and state what must not happen. Compare the intended meaning; written self-review cannot judge your tone or pronunciation.

Check meaning and form:

- Use a form of address appropriate to the imagined person.
- Ask permission for a named action.
- Make the reply's permission or refusal clear.
- Keep any condition or restriction separate from the allowed action.
- Write or speak the requested sentences, questions or dialogue in Mandarin; optional English reasoning does not replace them.

If you treated the question as an approval, locate the reply and revise. If you dropped a negative instruction, identify its verb and state what must not happen. Compare the intended meaning; written self-review cannot judge your tone or pronunciation.

■ Listening script and meaning

李老师，我可以坐这里吗？

Teacher Li, may I sit here?

■ Reading meaning

Lin An arrives late. She apologises to Teacher Wang and asks to come in. The teacher permits her and asks her not to talk.

■ Speaking model

A: 李老师，我可以进来吗？ B: 可以，请进来。 A: 谢谢。

Compare the intended message first. Ask a listener to comment on intelligibility and pronunciation; matching the written model does not establish speaking accuracy.

■ Fresh-situation answers

R1. 请别说话 or 请不要说话 clearly asks for silence. 你不说话 on its own reads as a statement about the listener rather than the intended request.

R2. One possible response. 请等一下。请别开门。The first is a request to wait; the second uses 别 to tell someone not to act. Use a considerate tone and an appropriate context.

Recall later. Tomorrow, turn one negative statement into a clear request with 别.