

MATTER	METHOD
	But another gentleman in the office wants the same act performed, but he doesn't wish to hurt your feelings or to make you feel that you are only an office boy. How would he say the same thing? Now use the same words, "Shut the door," with the tone softened. What would you call the first "Shut the door!"? It is a command. Would that name apply to the second? No. The second is a request. The same words are used. How do you get the difference? The difference lies in the tone adopted. Now, since the words used are the same in both commands and requests, and it is only the tone which differs, and, in print, we cannot know what tone was used, we say both commands and requests belong to the same group. So tell me a second use of the sentence. The sentence may be used to express a command or a request. Have this answer from several pupils. Now we must give our attention to the sentences of the first group. What are they used for? They are all used to tell something. Who can give me another word for "tell"? The word "assert" may be used for "tell." Then, what may be a third duty of the sentence? The sentence may be used to tell or assert something.