

Making an enquiry about sustainability

COMMUNICATION

LEVEL
Intermediate

NUMBER
EN_BE_2532X

LANGUAGE
English

lingoda

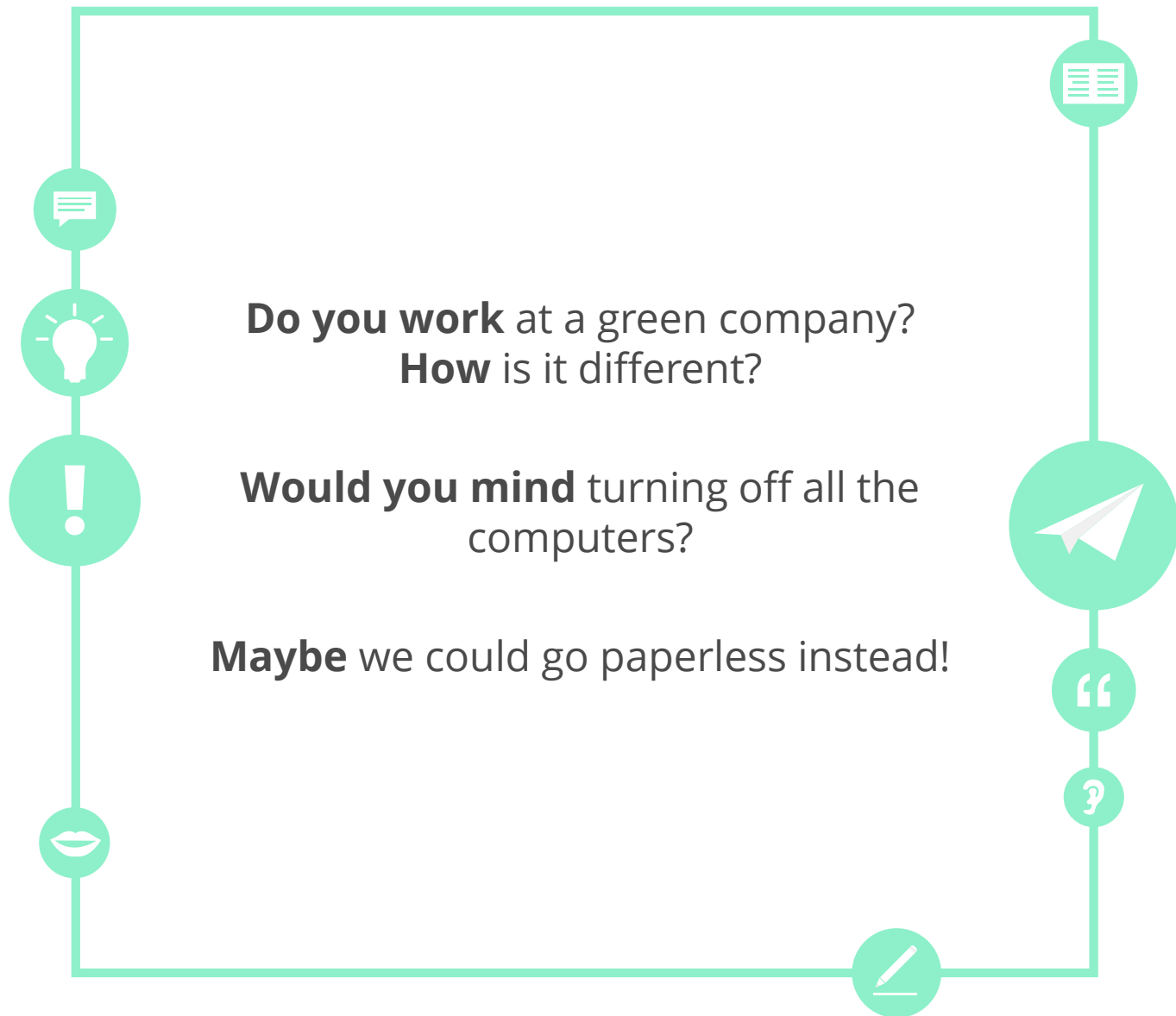




Goals

- Can make an enquiry about sustainability.
- Can describe my office's requirements and form polite questions.







Preview and warm-up

In this lesson, you are going to practise **making an enquiry about sustainability**.



Would you mind telling me about energy saving bulbs?



Vocabulary review

to go paperless

to unplug
equipment

to recycle old
electronics

green
commuting

to turn off
lights

to use micro-
fiber cloths

to have a green
team

to promote
remote work

to avoid single-
use plastics

to offer free
bikes





Match the pictures with the expressions

1. to offer free bikes

2. to unplug equipment

3. to recycle old electronics

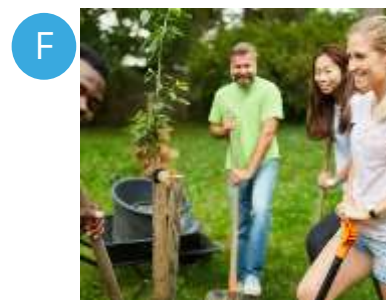
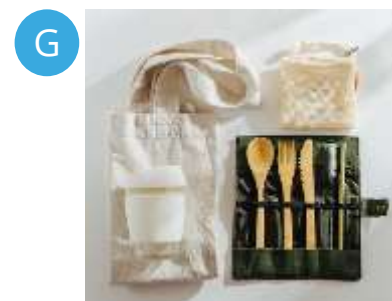
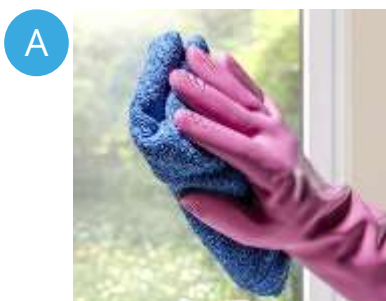
4. to turn off lights

5. to go paperless

6. to have a green team

7. to avoid single-use plastics

8. to use micro-fibre cloths





Making an enquiry

- When you make an enquiry, remember you can use the verb ***to look for***.
 - Use it in the **present continuous** form.
 - Subject + **be + looking for** + noun

- I **am looking for** environmentally friendly materials.
- You **are looking for** metal straws.
- John **is looking for** plastic-free products.
- We **are looking for** a company that promotes remote work.
- **Are they looking for** a workplace that offers free bikes?



Yes or no questions

- We can also ask **questions** when making an enquiry.
- One form of question is a **closed**, or **yes** or **no question**, where the possible answers are **yes** or **no**.
- To form a yes or no question, put the **helping verb** or **modal auxiliary** at the beginning of the sentence.

Question	Answer
Are you trying to go paperless?	Yes, I am / No, I'm not
Do you promote remote work?	Yes, we do / No, we don't
Did she turn off the lights?	Yes, she did / No, she didn't
Have you seen the free bikes?	Yes, we have / No, we haven't
Will they buy reusable cutlery?	Yes, they will / No, they won't





WH-questions

- For more detailed information, we can ask **WH-questions**.
- Here we add a question word to the sentence.
- We can expect an **open answer** for these type of questions:

Question word	Use
What?	asking for more information about something
Why?	asking for a reason
Where?	asking about a place
When?	asking about time
Who?	asking about a person
How?	asking about manner



WH-question examples

- Look at the following examples of *WH-questions*:



What is this product?

Why do you buy eco-friendly cosmetics?



Where did you find this green shop?



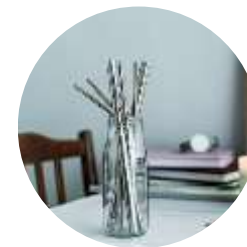
WH-question examples

- Look at the following examples of *WH-questions*:



Who is the green expert?

Which metal straw would you like?



How do you travel to work?



Fill in the gaps

Fill in the gaps with the correct form of *to be looking for*.

1. I _____ reusable water bottles.
2. She _____ a green team.
3. _____ (they) a place to recycle old electronics?
4. John and I _____ a way to avoid single-use plastics.
5. _____ (you) options for green commuting?
6. My boss _____ the most effective way to go paperless.





Transform into yes or no questions

1. We aim to go paperless.

→ **Do you aim** to go paperless?

2. They will recycle old electronics.

→ _____

3. Kate is unplugging our computers.

→ _____

4. Our manager wants to have a green team.

→ _____

5. The company is going to promote remote work.

→ _____



WH-questions

Complete the sentences with the correct question words.

1. _____ cleaning products do you use?
2. _____ offers free bikes?
3. _____ do you want to become a green company?
4. _____ do you start to promote remote work? (time)
5. _____ do you buy reusable products? (place)
6. _____ do you avoid single-use plastics?

why

where

how

when

what

who



How green is your company?

Your company has decided to become greener. A green expert visits your office to help. The expert wants to find out how green your company is now. Write 4 or 5 sentences they will ask your managers.

green
commuting

paperless

options

saving energy

recycling

solutions



Answer the questions

Now imagine you are the managers and have to answer the questions that you have written.





Polite questions

- Remember, instead of demanding what we want, we should ask questions **politely** when making an enquiry.
- Look at the following examples of polite questions:

Polite questions

Could you tell me more about green commuting?

Would you be able to buy reusable cutlery?

Would it be possible to unplug all equipment?

Do you mind using micro-fiber cloths?

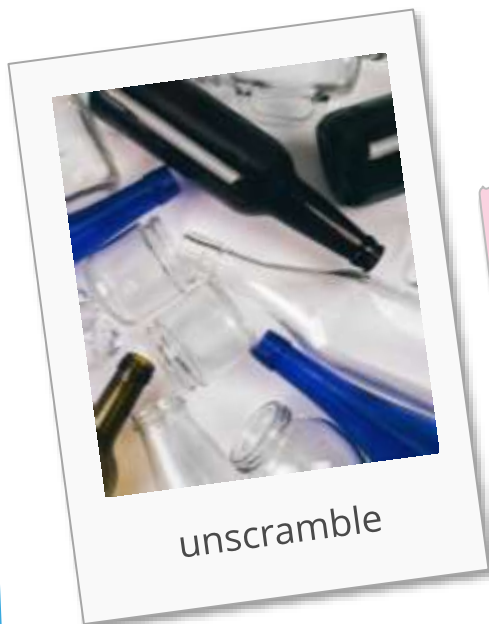
Would you mind going paperless?





Unscramble the questions

Unscramble the following polite questions.



be possible

reusable
cutlery?

to buy

Would it

green store?

Do you

mind
shopping

in a

to turn off

the lights?

Would you

be able

Could you

old laptops?

help me

recycle these



Requirements in the office

The green expert tells you about some requirements to meet in a green office. For example, 'turn off the lights'. What other requirements can you think of?

commuting

plastic

saving energy



Presenting the requirements

Now, imagine you are presenting the expert's ideas to your team at a meeting. From now on this is what your team must do. Make polite questions to convey the message.

unplug
equipment

avoid single-use
plastics

go paperless

clear out the
fridge



Offering an alternative

- Sometimes we do not agree with an option someone offers us.
 - We can use the adverbs **maybe** or **perhaps** to offer alternatives.
 - To be even more polite, use them in a question.
- Look at the examples:

-Let's go paperless from tomorrow.

-Maybe we could go paperless within a month.

-We are going to offer free rollerblades to promote green commuting.

-Perhaps we could offer free bikes instead.

-I want you to clear out the fridge now.

-Maybe we could do it later?



Asking for more information

- If you want to ask for more information, remember you can do that with the following phrases:

- **Do you know if** they offer free bikes?
- **Do you happen to know** where to get reusable products?
- **I would like to know more** about options for saving energy.





Speaking

The green expert offers options that you do not agree with. Politely offer an alternative. Use *perhaps* and *maybe*.



'You should buy 200 metal straws.'

'I want your whole team to work remotely.'

'Let's fire the employees who do not agree with the green concept.'



Ask for information

The green expert sends you to a green shop. Ask for more information about the following products.

reusable water
bottles



shampoo soap
bars



micro-fiber
cloths



reusable grocery
bags





Write a dialogue



Manager

Greet the expert and make an enquiry about a greener company.

Manager

Answer. Ask for more help by using polite questions.

Manager

Answer. Ask what he can advise?

Manager

Politely offer an alternative as that time is not suitable for you.

Ask the manager if they save energy or recycle and what the employer's habits are.

Green expert

Answer. Ask for more information about commuting to work.

Green expert

Offer a time when you can meet again to go through his green plan.

Green expert



Role play

Using your notes from the previous slide, act out the dialogue between the manager and the green expert. Make sure to use all the expressions you have learnt in today's class.

We can to become a greener company!



What is it that you're looking for?

Student A:
You are the manager

Student B:
You are the green expert



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

Exercise 1, p.6

1. C
2. E
3. H
4. D
5. B
6. F
7. G
8. A

Exercise 2, p.12

1. am looking for
2. is looking for
3. Are they looking for
4. are looking for
5. Are you looking for
6. is looking for



Answer key

Exercise 4, p.14

1. what
2. who
3. why
4. when
5. where
6. how

Exercise 3, p.13

1. Will they recycle old materials?
2. Is Kate unplugging our computers?
3. Did your manager want to have a green team?
4. Are the company going to promote remote work?



Write questions

Write questions with the following words. Write yes-no questions, WH-questions, polite questions and a question with maybe.

green expert

turn off the
lights

go paperless

recycling

remote work

micro-fiber
cloths



When did you start recycling?





Homework writing activity

**Make a short interview with a friend. Find out how green their company are and what steps they take to become greener.
Write down your questions and the answers.**

○	-Hi John, Could you answer some of my questions, please?
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