



ASKING QUESTIONS (BUSINESS VERSION)



Scan to review worksheet

Expemo code:

13LA-46V8-M53N



1

Presentation

Study the table below.

Statement	Question forms
I'm working.	What are you doing?
Yes, I can offer a better price.	Can you offer a better price?
No, I've never been there.	Have you been to Italy?
I was meeting a client.	What were you doing this morning?
I'm going to sign the contract.	What are you going to do after the meeting?
I work.	What do you do everyday?
I went on a trip with the family.	What did you do at the weekend?

Rules for forming questions

Verbs such as **can,are,is,was,have** are called auxiliary or helping verbs.

1. What happens to the position of the subject (e.g. 'you') and the auxiliary verb when we form a question?
2. How do we form questions with the **present simple** and **past simple**?



2 Practice 1

Ask an appropriate question for each response:

1. I'm reading an email from a client.
What?
2. I met a lot of marketing experts.
Who at the conference?
3. I'm meeting the boss at 5 o'clock.
What time the boss?
4. The goods arrived yesterday.
When?
5. I was talking to the new sales manager.
Who this morning?
6. I get to work by train.
How every day?
7. I'm staying at the Grand Hotel.
Where?
8. I finished the task an hour ago.
When?

3 Practice 2

Work in pairs. Student A, look at the text below. Student B, look at the text on the next page. Complete your texts by asking each other about the missing information.



Student A

Joe Carpenter is¹ (who?). He started working for the company in 2001. His first job was² (what?). His responsibilities included doing market research. Nowadays, Joe is very busy. He meets³ (who?) every week and signs lots of contracts. In his spare time, he reads⁴ (what?) and watches documentaries. Apart from English, he speaks⁵ (which languages?). Joe travels once a month. Right now, he⁶ (what?) because he's going on a business trip. He's going to visit⁷ (where?).

**Student B**

Joe Carpenter is the managing director of KP Publishing. He started working for the company in _____⁸ (when?). His first job was a marketing specialist. His responsibilities included _____⁹ (what?). Nowadays, Joe is very busy. He meets potential customers every week and signs _____¹⁰ (what?). In his spare time, he reads magazines and watches _____¹¹ (what?). Apart from English, he speaks German, Italian and Russian. Joe travels _____¹² (how often?). Right now, he's packing his bags because _____¹³ (why?). He's going to visit the company's office in New York.

4**Practice 3**

Complete the dialogue below.

William: Hi, Kate. What were you doing yesterday at 5pm? (you / were doing / yesterday at 5pm?)

Kate: I had to leave the office early. My son was ill. How _____² (the meeting / was?)

William: It was very interesting.

Kate: What _____³ (you / discuss?)

William: We discussed the company's new marketing strategy for next year

Kate: What strategies _____⁴ (we / going to use?)

William: Well, we are going to invest more time in social media marketing. You know, Facebook, Twitter and all of that.

Kate: Really? Who _____⁵ (going to / write all the posts?)

William: Well, I think Ashley is the best person for that. What _____⁶ (you / think?)

William: Yes, he's very good at writing. _____⁷ (we / hire a graphic designer?)

William: Yes, we are. Images are very important. And we have organized another meeting tomorrow morning. _____⁸ (you / can / make it?)

Kate: Sure, no problem.

In pairs, read the dialogue.