LearnEnglish Select Upper Intermediate
1.2 Briefing the conference attendees

Useful language

Asking for clarification	Networking
Could I just confirm …?	share ideas
So you mean …?	catch up with people
Can I just clarify/check something?	make contacts
….right?	follow up
So you're saying…..	get to know
I take it…….	build relations with
Did you say X or Y?	get feedback from
Are you saying..?	prospect
Could you go over that again?	network
	have a one-to-one chat with
	take out

Grammar

Forming questions

Declarative questions are statements that are turned into questions. In their written form, we add a question mark at the end of the sentence. In their spoken form, we change the intonation so that our voice goes up towards the end of the sentence.

We'll all be on the stand at different times, right?

Question tags are short questions that we add to the end of sentences to turn them into a question. They are formed using a corresponding negative auxiliary verb for affirmative statements and corresponding affirmative auxiliary verb for negative statements.

*There **is** a meeting tomorrow, **isn't** there?*
*We **aren't** late, **are** we?*

Rhetorical questions are questions we ask when we don't expect an answer. We ask them to draw attention to something.

We can do that tomorrow, can't we?

Check my progress

Are these statements true for you? If not, go back and do some activities from the unit again.

	Yes	No
I can brief staff on a business event.	☐	☐
I can ask for clarification about the event.	☐	☐
I can discuss customer relations and networking.	☐	☐