

Business English 5: Question Words



1. Match the vocabulary below with the correct image.

meeting room	projector	scissors	desk and chair
whiteboard	markers	pen	printer

1.



2.



3.



4.



5.



6.



7.

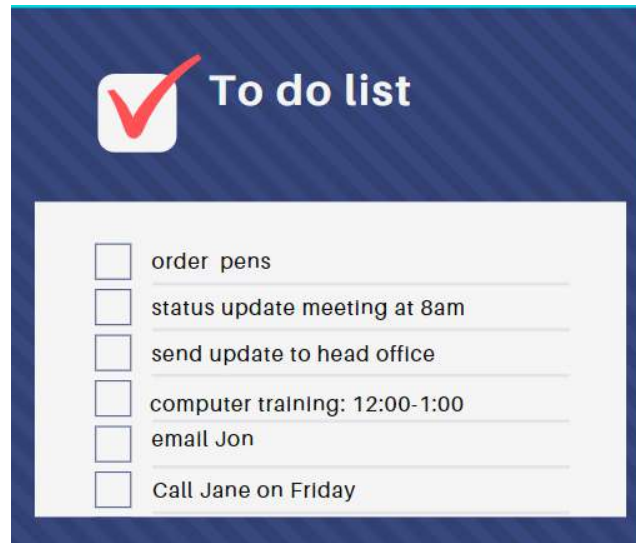


8.





2. Read the to do list below. Underline new vocabulary and discuss it with your class.



3. What other business English words do you know?

For example



Work with your partner and write more business English words in the box below.



4. Look at the pictures below and answer the following questions.

Nico 	David 
Rosie 	Jan 
Josh 	Maria, Anne, Peter, and Jon 

off sick
at the warehouse

at a training course
on holiday

at lunch
in a meeting

Where is/are ...

1. Nico? Nico is at the warehouse.
2. David? _____
3. Rosie? _____
4. Jan? _____
5. Josh? _____
6. Maria, Anne, Peter, and Jon? _____



5. Work with a partner and use the information below to ask each other questions about where members of the team are.

Where is/are...?

1. Tony? Tony is off sick.
2. Julien ? _____
3. Amanda and Kate? _____
4. Kevin? _____
5. Laura and Jon? _____

Student A

Jane is at lunch.
Peter and Anne are in a meeting.
Tobi and Paul are at a presentation.
Tom is on holiday.
Maria is off sick.

Where is/are...?

1. Jane? *Jane is at lunch.*
2. Peter and Anne? _____
3. Tobi and Paul? _____
4. Tom? _____
5. Maria? _____

Student B

Laura and Jon are in a meeting.
Julien is at the factory.
Amanda and Kate are at lunch.
Kevin is on a training course.
Tony is off sick.



6. Read the telephone call below and answer the following questions.



Receptionist: Hello, you are calling *Block Link*. How can I help you?

Janet: Hello, this is Janet Porting. I would like to speak to Mr.Peters from marketing please.

Receptionist: One moment please.

Janet: Ok.

Receptionist: I'm sorry but Mr. Peters is in a meeting. Can I leave a message?

Jane: No thank you. I will call back later.

Receptionist: Ok. Have a nice day.

Jane: Bye!

1. What is the name of the company Janet is calling? _____
2. Who does Janet want to speak to? _____
3. Which department does Mr.Peters work in? _____
4. Why can't Mr.Peters come to the phone? _____
5. Does Janet leave a message? _____



7. Jeff and Natalia are meeting at a networking event in Berlin. Fill in the gaps below with the correct question word.

Who	What x2	Where x2	When	Which	How
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Jeff: Hello, I'm Jeff. _____ is your name?

Natalia: Hello Jeff, my name is Natalia. Pleased to meet you,

Jeff: Please to meet you too. _____ do you come from Natalia?

Natalia: I come from Poland.

Jeff: Oh Poland, interesting. _____ did you come to Berlin?

Natalia: I came to Berlin by car.

Jeff: Oh by car. That's a long drive. _____ did you arrive in Berlin?

Natalia: I arrived yesterday.

Jeff: _____ do you work for?

Natalia: I work for *Global Parkway*, an engineering company.

Jeff: Interesting, I know the company. _____ is your job at Global Parkway?

Natalia: I am a project manager.

Jeff: I see. I am a project manager too. _____ department are you in?

Natalia: I work in the finance department.

Jeff: That's great. I work in finance too. _____ is your company's head office?

Natalia: The head office is in Warsaw.

Jeff: I see. My company has a lot of projects in Poland. Here is my business card. It was nice to meet you Natalia.

Natalia: Thanks Jeff. Here is my business card and it was nice to meet you too.

Here is how you use the terms *me too* and *me neither*.

Me too

Jane: I like football.

Peter: Me too!

Peter and Jane both like football.

Me neither

Jane: I don't like tennis.

Peter: Me neither.

Peter and Jane both DONT like tennis.



8. Work with your partner and make sentences using the vocabulary below.

For example:

Student A: *I like chocolate.*

Student B: *Me too.*

Student A: *I don't like chicken.*

Student B: *Me neither.*

chocolate	Italian food	Japanese food
chicken	Spanish food	Chinese food
jogging	using new technology	waking up early
small talk	funny movies (comedies)	waking up late
giving presentations	business trips	going on holiday
driving	fast food	cooking
watching TV shows	watching movies	clothes shopping