

## 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. markers



2. printer



3. desk and chair



4. pen



5. whiteboard



6. scissors



7. projector

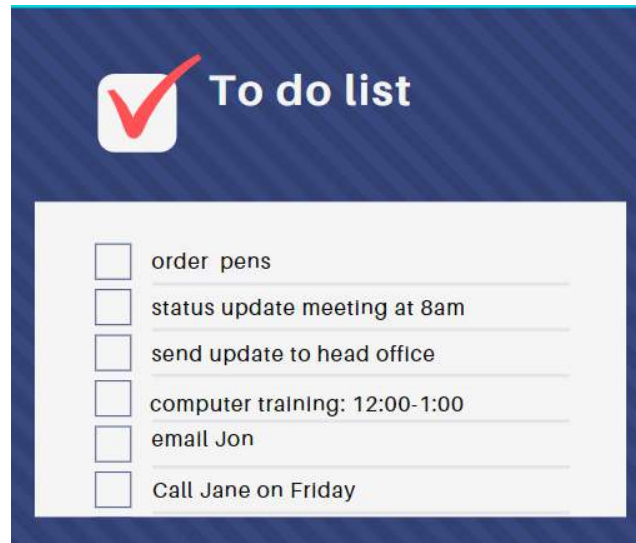


8. meeting room





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.

|                                                                                                 |                                                                                                                         |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <p>Nico</p>    | <p>David</p>                          |
| <p>Rosie</p>  | <p>Jan</p>                           |
| <p>Josh</p>  | <p>Maria, Anne, Peter, and Jon</p>  |

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? *\_\_\_David is in a meeting.*
3. Rosie? *\_\_\_Rosie is off sick.*
4. Jan? *\_\_\_Jan is on holiday.*
5. Josh? *\_\_\_Josh is at a training course.*
6. Maria, Anne, Peter, and Jon? *\_\_\_Maria, Anne, Peter, and Jon are at lunch.*



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 ? *Julien is at the factory.*
3. Amanda and Kate? *Amanda and Kate are at lunch.*
4. Kevin? *Kevin is on a training course.*
5. Laura and Jon? *Laura and Jon are in a meeting.*

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? *Peter and Anne are in a meeting.*
3. Tobi and Paul? *Tobi and Paul are at a presentation.*
4. Tom? *Tom is on holiday.*
5. Maria? *Maria is off sick.*

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? *Block Link.*
2. Who does Janet want to speak to? *Mr.Peters.*
3. Which department does Mr.Peters work in? *Marketing.*
4. Why can't Mr.Peters come to the phone? *He is in a meeting.*
5. Does Janet leave a message? *No, she doesn't.*



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 |
|-----|---------|----------|------|-------|-----|

Jeff: Hello, I'm Jeff. What is your name?

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

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

Natalia: I come from Poland.

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

Natalia: I came to Berlin by car.

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

Natalia: I arrived yesterday.

Jeff: Who do you work for?

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

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

Natalia: I am a project manager.

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

Natalia: I work in the finance department.

Jeff: That's great. I work in finance too. Where 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<br>(comedies) | waking up late   |
| giving presentations | business trips             | going on holiday |
| driving              | fast food                  | cooking          |
| watching TV shows    | watching movies            | clothes shopping |