

Functional language **Using leading and open questions to effect**



1 Choose the correct option to complete the questions.

- 1 What are your thoughts ___ doing an online training course?
a on **b** in **c** around
- 2 What do you think ___ working longer hours on Monday and Wednesday?
a by **b** on **c** about
- 3 Would your team ___ learning new sales strategies?
a have interest in **b** be interesting for **c** be interested in
- 4 Has your intern ___ speaking to HR to discuss options?
a concluded **b** considered **c** contracted
- 5 Have you thought ___ offering the guests refreshments when they arrive?
a about **b** on **c** around
- 6 How would the department ___ about working in smaller teams?
a think **b** conclude **c** feel
- 7 How ___ up the primary research with a focus group?
a about following **b** don't we follow **c** do we follow

Responding to questions during a presentation

2 Match 1–6 with a–f to complete the sentences and questions.

- | | |
|--|---|
| 1 To be perfectly frank, | a in Human Resources to answer that. |
| 2 Can you clarify what you mean | b What's the question exactly? |
| 3 Can we discuss this one-to-one | c I can't give you those figures yet. |
| 4 I'm sorry, I didn't understand that. | d that many people feel strongly about this. |
| 5 Let me put you in touch with someone | e by 'streamline resources'? |
| 6 We need to be mindful | f after the team meeting tomorrow? |

3 Put the words in italics in the correct order to make responses to questions.

- 1 Sorry, we can't *very well* / *because the* / *is bad* / *hear you* / *connection*

- 2 It's a bad line *just repeat* / *so let me* / *to be sure* / *I understood* / *your question*

- 3 If you can *directly* / *email me* / *that question,* / *I'll respond* / *to you*

- 4 This is a very *delicate topic* / *to* / *respond* / *sensitively* / *need to* / *which we*

- 5 I'm afraid that *outside* / *presentation* / *question is* / *the scope* / *of today's*

- 6 Sorry, can I *for* / *just* / *pushed* / *stop you* / *there as* / *time* / *we are*
