Using Questions

Activity 1: Instructions: Rewrite each direct question to sound **more diplomatic and professional**.
Use **indirect questions, softeners, or negative questions**.

1. Who approved this budget without consulting finance?

   _____

2. Why weren't the risks identified earlier?

   _____

3. Do you realise how serious the consequences are?

   _____

Activity 2: Question Analysis & Choice

Instructions: Choose the most appropriate question and explain **why**.

1.

a) Didn't anyone think to inform the staff?
b) Was anyone aware that staff hadn't been informed?

2.

a) Could you explain where the delays originated?
b) Where did the delays originate?

EXPLANATION

_____

_____

_____

LIVEWORKSHEETS