

Language at work | Asking questions

1 Work with a partner. Complete the questions. Then take turns to ask and answer them.

- 1 _____ people does your company employ?
- 2 _____ did your company open in your town?
- 3 _____ department do you work in?
- 4 _____ often do visitors come to your company?
- 5 _____ are you working on at the moment?

2 Look at the word order for questions in the table. Then complete the table with the questions in 1.

Question word or phrase	Auxiliary verb	Subject	Main verb	Rest of question
<i>How often</i>	<i>do</i>	<i>you</i>	<i>speak</i>	<i>English?</i>
<i>How many people</i>	<i>does</i>	<i>your company</i>	<i>employ?</i>	

4 Work with a partner. Put questions 1–8 in the right order.

- 1 this / often / use / How / does / office / he ?
- 2 from / does / he / come / Where ?
- 3 long / are / here / staying / How / you ?
- 4 see / you / here / while / want / do / to / you're / Who ?
- 5 open / did / it / When ?
- 6 do / receive / calls / a day / How / you / many ?
- 7 you / do / Which / visit / countries ?
- 8 about / much / you / market / know / the / How / Polish / do ?

6 You have a new employee in your department. He / she has a lot of questions for you. Make complete questions using the prompts.

1 Person in charge of department?	5 Photocopier?
2 Opening / closing hours?	6 Number of people?
3 Nearest toilets?	7 Key or security pass?
4 Lunch?	8 Coffee or tea breaks?

Practically speaking | How to welcome visitors

1 15▷ You work for the Freebird Corporation in Lisbon. A customer is visiting you for the first time. Complete sentences 1–7 with phrases from the list. Then listen and check your answers.

*Did you find ...? Where ...? Did you get ...? Welcome ...
How long ...? Did you have ...? Would you like ...?*

- 1 _____ to Freebird.
- 2 _____ a good trip?
- 3 _____ your way here all right?
- 4 _____ are you staying?
- 5 _____ are you here for?
- 6 _____ something to drink before we start?
- 7 _____ the programme I sent you?

