

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?

2 Opening / closing hours?

3 Nearest toilets?

4 Lunch?

5 Photocopier?

6 Number of people?

7 Key or security pass?

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?

