

► 4.2 An employee is showing a visitor around her company. Listen to extracts 1–4 and say which department they are visiting in each extract.

- Extract 1 \_\_\_\_\_  
 Extract 2 \_\_\_\_\_  
 Extract 3 \_\_\_\_\_  
 Extract 4 \_\_\_\_\_



► 4.2 Put the words in the correct order to make questions. Then listen again and answer the questions.

- 1 this / often / work / How / does / office / he / in ?
- 2 from / does / he / come / Where ?
- 3 long / are / here / staying / How / you ?
- 4 work / many / in / Resources / How / Human / people ?
- 5 this / open / did / building / you / When ?
- 6 all / English / in / staff / fluent / Are / the ?
- 7 sales / Who / your / markets / chooses ?
- 8 your / Which / products / interested / countries / are / in ?
- 9 well / you / market / know / the / Polish / Do ?

#### GRAMMAR REFERENCE

##### Questions

###### Form

- 1 The normal order of words in a question is: question word or phrase + auxiliary + subject + verb.  
*Where do you work?*  
*How many days is he staying?*
- 2 The order of words is the same even when the subject consists of several words.  
*What time are the CEO and the Production Manager arriving?*
- 3 In questions with a *yes/no* answer, the order of words is auxiliary + subject + verb.  
*Does he work in production?*  
*Are you opening a new office?*
- 4 The auxiliary and verb form are different for each tense:  
**Present simple:** *do/does* + verb  
*Where does he live?*

- 4 The auxiliary and verb form are different for each tense:

**Present simple:** *do/does* + verb

*Where does he live?*

**Present continuous:** *am/is/are* + *-ing*

*Why are you calling?*

**Past simple:** *did* + verb

*What time did you arrive?*

###### Exceptions

- 1 When the verb *be* is the main verb, there is no auxiliary. The order of words in a question is: question word(s) + verb + subject  
*When is the meeting?*  
*Where was he yesterday?*
- 2 When the question word (or words) is the subject of the sentence, there is no auxiliary. The order of words is:  
 question word(s) + verb  
*Who works here?*  
*How many people are coming?*

- 1** Choose the correct question from a or b.
- 1 a Where does your boss work?  
b ~~Where works your boss?~~
  - 2 a What do you make products here?  
b What products do you make here?
  - 3 a Why is changing your logo?  
b Why is your logo changing?
  - 4 a Do you have a canteen here?  
b Do you a canteen here?
  - 5 a When the company did move here?  
b When did the company move here?
  - 6 a Who does the Sales Manager report to?  
b Who the Sales Manager reports to?
  - 7 a Does the company opening any new factories?  
b Is the company opening any new factories?
  - 8 a Where did you work before?  
b Where you worked before?
  - 9 a When do your offices are open?  
b When are your offices open?
  - 10 a How many people do work in this department?  
b How many people work in this department?

- 2** The manager of a chewing gum manufacturer is answering questions about his company. Look at his answers (A) and put the journalist's questions (Q) in the correct order.
- 1 *your / Where / sell / do / your / products / you*  
Q Where do you sell your products?  
A In more than 150 countries.
  - 2 *did / the company / When / start*  
Q \_\_\_\_\_?  
A In 1891.
  - 3 *people / does / employ / many / the company / How*  
Q \_\_\_\_\_?  
A About 15,000.
  - 4 *competitors / have / in the USA / Do / a lot of / you*  
Q \_\_\_\_\_?  
A Yes, we do. There are about 14 chewing gum producers in the States.
  - 5 *chewing gum / much / Americans / How / eat / do*  
Q \_\_\_\_\_?  
A The average American eats 180 servings of gum per year.
  - 6 *are / main customers / your / Who*  
Q \_\_\_\_\_?  
A Young people in the 12–24 age group.