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*

_____

LIVEWORKSHEETS