

# BUSINESS ENGLISH

## 1. Which question is correct? Tick them.

1.-

a.- Where does your father work?

b.- Where works your father?

2.-

a- What do you make products here?

b- What products do you make here?

3-

a- Why isn't working that computer?

b- Why isn't that computer working?

4-

a- Who does the Sales Manager work with?

b- With who does the Sales Manager work?

5-

a- How many people are work in this department?

b- How many people work in this department?

## 2. Join the questions and the answers:

1.- Which countries does your sales rep visit?
2.- When did the company start?
3.- Where does it have its head office?
4.- What time is the CEO arriving?
5.- How many people does your company employ?

At eight o'clock
In Palmeira, Spain
About 320
Mostly France and Portugal
In 2005

## 3.- Rearrange the words in each question:

1.- many / got / they / How / have / subsidiaries?

2.- often / rep/ visit / does / Sales / area / this / How / your/ ?

3- with / Who / you/ working / are/ ?

4.- are / Whose / headphones / these / ?

5.- ago / How / move / here/ long/ did/ you/ ?

#### **4.- Make questions for the underlined answers**

1.- The bank opens at eight o'clock

2.- I receive about 160 calls a day

3.- She visits Spain and Portugal mostly

4. No, I don't know very much about the Polish market

5. Ann is reporting to the accountant

6. Tim works in the IT Department

7.- I want to speak to Mr. Smith.

8.- My boss is staying here for two weeks

9.- Our sales manager speaks several languages.

10.- He uses this office twice a week

**5.- Fill in the blanks with a suitable department:**

- a) Bob works in the \_\_\_\_\_ department. He checks for defects.
- b) Viktor is in the \_\_\_\_\_ department. He maintains the computer system
- c) Mary organizes courses. She is in the \_\_\_\_\_ department
- d) Chris is in the \_\_\_\_\_ department. She deals with all the money.
- e) Hank buys things from suppliers. He is in the \_\_\_\_\_ department.