

How to give short answers

Match the questions with the correct short answers

Instructions: Match each sentence to the correct short answer.

Sentences:

Have you finished the monthly report?

Did the team complete the project last week?

Are you available for the meeting tomorrow?

Have you called the supplier yet?

Did you review the contract yesterday?

Have you sent the client the latest updates?

Did they deliver the materials on time?

Short Answers

A. Yes, I have.

B. No, I haven't yet.

C. Not yet.

D. Yes, they did.

E. No, they didn't.

F. Yes, I am.

G. Yes, I did.

Tip | Short answers to yes/no questions

We don't normally just answer a question with 'yes' or 'no'. We normally make short answers by using auxiliary verbs or expressions:

Have you placed the order yet?
Yes, I have. / No, I haven't yet. / Not yet.

Did they deliver the order?
Yes, they did. / No, they didn't.

In addition, we often add further information:

No, I haven't yet. I've been really busy.

Yes, they did. The order came last week.