

► 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.