

Week 5 - “Asking Questions” in Business Situations (Part 1)

September 2015

*In business, it is very important to use “ask questions” in an effective manner when you are in a business meeting, teleconference, or face-to-face business discussion. In today’s lesson, we will study **10** key questions that you can use to describe your business situations in a dynamic and creative way.*

10 Key “Questions” Phrases:

1. Can you give us an update on....?

Ex. Can you give us an update on our new product?

2. What kind of progress have you made on....

Ex. What kind of progress have you made on the situation in China?

3. Whatare you currently working on?

Ex. What issues are you currently working on?

4. Were you able to finish....?

Ex. Were you able to finish making the new design?

5. When do you think you will be finished with.....?

Ex. When do you think you will be finished with the revised specifications?

6. What the earliest you can.....?

Ex. What the earliest you can contact the Vietnamese vendor?

7. Can you give me a timeframe regarding when.....?

Ex. Can you give me a timeframe regarding the release date of our headphones?

8. Did you contact.....?

Ex. Did you contact our Chinese vendor last week?

9. Can you elaborate on....?

Ex. Can you elaborate on the plans for our new product?

10. Can you give me more details regarding.....?

Ex. Can you give me more details regarding our sales forecast for FY16?

Homework:

1. Looking at your own job situation, make one question sentence using each of today's key phrases. Total: **10** questions
2. Remember to use "real situations" that will help you to make your homework more effective and practical.
3. **PRINTOUT** your homework and bring it to class next week.
4. Be prepared to "report" your data (orally) in a meeting simulation next week.